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ВСП «Ковельський промислово-економічний фаховий коледж
Луцького національного технічного університету»



Іноземна мова
(за професійним спрямуванням)

Методичні вказівки до виконання самостійної роботи для здобувачів
освітньо-кваліфікаційного рівня фаховий молодший бакалавр за
спеціальністю 275 Транспортні технології (автомобільний транспорт)
денної форми навчання

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Голова методичної ради ВСП «КПЕФК Луцького НТУ» _____ І. М. Ілюшик

Розглянуто і схвалено на засіданні циклової методичної комісії гуманітарних та соціально-економічних дисциплін ВСП «Ковельський промислово-економічний фаховий коледж Луцького НТУ», протокол № _____ від « _____ » _____ 2021 року.

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- А 64 Іноземна мова(за професійним спрямуванням)** [Текст]: Методичні вказівки до виконання самостійної роботи для здобувачів освітньо-кваліфікаційного рівня фаховий молодший бакалавр за спеціальністю 275 Транспортні технології (автомобільний транспорт) денної форми навчання /уклад. О.О.Хиліук, О. М. Грисюк – Ковель: КПЕФК ЛНТУ, 2021. – 120с.

Методичні вказівки складаються із 58 самостійних робіт (текстів, діалогів, вправ), які містять окрему фахову проблему – тему, і включають оригінальні тексти із зарубіжної технічної літератури. До текстів пропонуються післятекстові вправи та завдання на відпрацювання мовленнєвих навичок і вмінь використання лексичного матеріалу, що вивчається. Побудова системи завдань до кожного тексту визначається методичним призначенням цих текстів. При розробці системи завдань і вправ використовувались елементи функціонально-комунікативного навчання в іноземній мові, при якій явище мови (лексика і граматика) розглядаються не тільки як система правил і особливостей, але й і як система комунікативних функцій.

Призначені для здобувачів освітньо-кваліфікаційного рівня фаховий молодший бакалавр денної форми навчання.

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Передмова

Методичні вказівки призначені для виконання самостійної роботи для здобувачів освітньо-кваліфікаційного рівня фаховий молодший бакалавр за спеціальністю 275 Транспортні технології (автомобільний транспорт) денної форми навчання.

Методичні вказівки складено згідно з вимогами навчальної програми з іноземної мови для підготовки фахових молодших бакалаврів з спеціальності 275 Транспортні технології (автомобільний транспорт). Він охоплює базовий лексичний мінімум та нормативну граматику англійської мови.

Ціль вивчення англійської мови у коледжі полягає у практичному оволодінні мовою, навиками читання і перекладу літератури помірної складності зі спеціальності й елементарними навиками усної мови із актуальних фахових тем, передбачених програмою, і охоплює основні проблеми економіки. Оволодіння матеріалом допоможе у діловій поїздки за кордон, при укладанні контракту, кваліфікаційно провести переговори з представниками зарубіжних фірм у нашій країні. Цим і визначається структура посібника, відбір і система подачі текстів, лексичного і граматичного матеріалу, а також характер вправ.

Мета методичних вказівок – розвиток навичок розуміння й аналізу оригінальних текстів з основних проблем бізнесу, нагромадження словникового запасу, удосконалення навичок розмовної мови, уміння вести бесіду, брати участь у дискусіях англійською мовою, формувати соціально-комунікативну позицію фахівця в своїй галузі.

Методичні вказівки складаються із 58 самостійних робіт (текстів, діалогів, вправ), які містять окрему фахову проблему – тему, і включають оригінальні тексти із зарубіжної технічної літератури. До текстів пропонуються післятекстові вправи та завдання на відпрацювання мовленнєвих навичок і вмінь використання лексичного матеріалу, що вивчається. Побудова системи завдань до кожного тексту визначається методичним призначенням цих текстів. При розробці системи завдань і вправ використовувались елементи функціонально-комунікативного навчання в іноземній мові, при якій явище мови (лексика і граматики) розглядаються не тільки як система правил і особливостей, але й і як система комунікативних функцій.

Щоб уникнути переобтяженості кожного розділу, граматичний матеріал подається в кінці методичних вказівок у вигляді вправ, в яких знайшли своє відображення всі граматичні явища англійської граматики. Вправи допоможуть систематизувати знання і оволодіти основами граматики на основі нескладної професійної лексики. Вправи розміщено у порядку ускладнення – від простого до складного – і бажано дотримуватись послідовного їх виконання.

В кінці методичних вказівок подається словник професійних термінів та аббревіатур.

Методичні вказівки можуть бути використані здобувачами освіти логістичного профілю, а також для широкого кола осіб, які вивчають професійну англійську мову.

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Самостійна робота № 1

What is Logistics?

Theme “What is Logistics?”

Task to read, translate the text, to learn active vocabulary.

Logistics can be defined as the management of the flow of goods, information and other resources, energy and people between the point of origin and the point of consumption in order to meet the requirements of consumers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, packaging and security. Logistics may have an internal focus (inbound logistics), or external focus (outbound logistics).

If the company manufactures a product from parts purchased from suppliers, and those products are then sold to customers, one can speak about a supply chain. Supply chain can be defined as a network of facilities and distribution options that performs the function of procurement of materials, transformation of these materials into intermediate and finished products, and the distribution of these finished products to customers. Logistics management is part of supply chain management.

Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information between the point of origin and the point of consumption in order to meet customers' requirements.

Successful supply chain operators work in close partnerships with their customers; they jointly explore the opportunities for increasing efficiency of the supply chain and improving service levels by using the latest systems and techniques. This approach is also referred to as logistics re-engineering. The re-engineering process considers the following factors: the nature of the product, the optimal or preferred location of source or manufacture, freight and transport costs and the destination market, seasonal trends, import and export regulations, customs duties and taxes, etc.

A professional working in the field of logistics management is called a logistician. The main functions of a qualified logistician include, among other things, inventory management, purchasing, transportation, warehousing, consultation and organizing and planning of these activities. Logisticians are responsible for the life cycle and supply chain operations of a variety of products. They are also responsible for customs documentation. They regularly work with other departments to ensure that the customers' needs and requirements are met.

Active Vocabulary

flow of goods – рух товарів,
to meet the requirements – відповідати вимогам,
warehousing – складування, зберігання,
material handling – обробка матеріалів,
an internal focus – внутрішній напрям, спрямування,
inbound logistics – внутрішня логістика,
outbound logistics – міжнародна логістика,
a supply chain – ланцюг поставок,

procurement – закупівля, поставка,
intermediate and finished product – проміжний та кінцевий (готовий) продукт,
implement – здійснювати,
logistic re-engineering – логістична модернізація, реорганізація,
export and import regulations - положення, які контролюють експорт та
імпорт,
customs duty – мито,
inventory management - управління товарно-матеріальними запасами.

Самостійна робота № 2

Theme “What is Logistics?”

Task to do lexical exercises to the text “What is Logistics?”

Exercise 1. Answer the questions.

1. What does the term “logistics” imply?
2. What does the term “supply chain” imply?
3. What is logistics management?
4. What do service providers do in order to increase efficiency of the supply chain?
5. What process is called “logistics re-engineering”?
6. What factors does this process consider?
7. What are the main functions of a qualified logistician?
8. What are professional logisticians responsible for?

Exercise 2. Decide whether the following statements are true or false.

1. Logistics can be defined as the management of the flow of goods between the point of origin and the point of consumption.
2. Logistics involves the integration of information, transportation, inventory, warehousing, etc.
3. Usually, logistics does not involve the management of the flow of energy and people.
4. Logistics always has an external focus.
5. All supply chains are very simple.
6. The complexity of the supply chain will vary with the size of the business.
7. Logistics management is part of supply chain management.
8. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information.
9. Successful supply chain operators work in close partnerships with their customers.
10. The re-engineering process does not consider the nature of the product.
11. A professional working in the field of logistics management is called an academician.
12. The main functions of a qualified logistician include, inventory management, purchasing, transportation, warehousing, etc.
13. Logisticians are responsible for the life cycle and supply chain operations of a variety of products.
14. Logisticians normally do not work with other departments of the company.

Самостійна робота № 3

Theme“What is Logistics?”

Task to do lexical exercises to the text “What is Logistics?”

Exercise 1. Match the parts you find under A with the parts under B to make meaningful sentences.

1) Supply chain	a) work in close partnerships with their customers
2) Successful supply chain operators	b) inventory management, purchasing, transportation and warehousing
3) Service providers	c) the integration of information, transportation, inventory, warehousing, material handling and packaging and security.
4) The re-engineering process considers	d) is to ability to ensure that the right products are sourced, made available at the right place and at the right time.
5) Logistics involves	e) to ensure customer needs and requirements are met .
6) The main functions of a qualified logistician include	f) the nature of the product, the optimal or preferred location of source or manufacture, the projected volumes freight, etc.
7) Logisticians work with other departments	g) use the latest systems and techniques to re-engineer the process.

Exercise 2. Translate into English following sentences.

1. Логістика – це управління рухом товарів, інформацією та іншими ресурсами, енергією та людьми між місцем походження та точкою споживанням.

2. Логістика – це об'єднання інформації, перевезень, матеріально-технічної бази, складування, обробки матеріалів, упаковки та безпеки.

3. Ланцюг збуту – це мережа засобів та варіантів збуту, яка виконує функцію закупівлі матеріалів, перетворення цих матеріалів на проміжні та готові продукти та продаж цих готових товарів покупцям.

4. Рух товарів, їх зберігання та інші послуги повинні бути ефективними.

5. Використовуючи найновіші системи та технології можливо покращити ефективність ланцюга поставок.

6. Професійна робота у галузі логістичного управління називається логістом.

7. Логіст виконує багато функцій, серед них управління товарно-матеріальними запасами, закупівля та перевезення.
8. Логіст також відповідальний за митну документацію.
9. Потреби та вимоги клієнтів забезпечує саме якісна робота досвідченого логіста.
10. Логісти відповідальні за весь життєвий цикл та ланцюг поставок різних товарів.

Самостійна робота № 4
The Importance of Logistics in Business

Theme “The Importance of Logistics in Business”

Task to read, translate the text, to learn active vocabulary.

Today, efficient logistics and transportation system are important prerequisites of the development of any economy. In modern competitive environment, it is not enough to offer a product that meet customers’ requirements. The way of its delivery is also very important. The art and science of delivering goods with speed and precision can help businesses operate more efficiently, lower costs and gain new customers.

Logistics has evolved throughout centuries to become an integral part of every business. Logistics has been performed since the beginning of civilization. Raw materials and finished products had always to be moved, though on a small scale. Gradually, people began moving from rural to urban areas; the geographical distance between the point of production and the point of consumption increased considerably. There was a time when companies used to develop a product range, plan their distribution channels, schedule marketing campaigns and deliver the finished product to their retailers themselves. However, since the early 1990’s logistics operations have become much more complex. The global logistics market has grown radically over the years.

The major benefits of efficient logistics operations can be summarized as follows:

- Cost savings by centralizing inventory management.
- Faster order fulfilment by relying on a global transportation network.
- Improved cash flow.
- Flexibility to change distribution patterns for new products based on ever-changing customer demands.

The main customer groups (market segments) served by the logistics industry are the following:

- Parcel and documents express delivery services.
- Freight by air, ocean, road or rail.
- Warehousing and distribution.
- Supply chain solutions.

Logistics is one of the spheres, which still have potential as far as improving performance is concerned. There are large unused capacities in logistics processes in terms of costs reduction and quality of service.

Active Vocabulary

prerequisite – передумова,

raw materials – сировина,

product range – асортимент,

distribution channel – система збуту,

schedule – розробляти графік,

marketing campaign – маркетингова кампанія,

benefit – перевага,

order fulfilment – виконання замовлень,
global transportation network – всесвітня транспортна система,
distribution pattern – схема/система збуту,
freight – здійснювати вантажні перевезення,
cost reduction – зменшення витрат.

Самостійна робота № 5

Theme “The Importance of Logistics in Business”

Task to do lexical exercises to the text “The Importance of Logistics in Business”

Exercise 1. Answer the questions.

1. Are efficient logistics and transportation system important prerequisites of the development of any economy? Why?
2. Why have logistics operations become much more complex recently?
3. How has technology changed transportation?
4. What are the major benefits of efficient logistics operations?
5. What are the main customer groups served by the logistics industry?
6. What potential does logistics have?

Exercise 2. Number the following ideas on the order they appear in the text.

- There was a time when companies used to develop a product range, plan their distribution channels, deliver the finished product to their retailers themselves.
- Logistics is one of the spheres, which still have potential as far as improving performance is concerned.
- Raw materials and finished products had always to be moved, though on a small scale. The global logistics market has grown radically over the years.
- The main customer groups served by the logistics industry are parcel and documents express delivery services, warehousing and distribution, etc.
- Efficient logistics and transportation system are important prerequisites of the development of any economy.
- There are large, unused capacities in logistics processes in terms of costs reduction and quality of service.
- Gradually, people began moving from rural to urban areas.
- The art and science of delivering goods with speed and precision can help businesses operate more efficiently, lower costs and gain new customers.
- Logistics has been performed since the beginning of civilization.
- The geographical distance between the point of production and the point of consumption increased considerably.
- Logistics has evolved throughout centuries to become an integral part of every business.

Самостійна робота № 6

Theme “The Importance of Logistics in Business”

Task to do lexical exercises to the text “The Importance of Logistics in Business”

Exercise 1. Match the parts you find under A with the parts under B to make meaningful sentences.

1) The science of delivery goods	a) has become an integral part of every business.
2) Companies used to	b) between the point of production and the point of consumption increased considerably.
3) Parcel and documents express delivery services	c) and quality of service are among unused capacities.
4) Logistics	d) was achieved by relying on a global transportation network
5) Improved cash flow	e) with speed and precision can help businesses operate more efficiently
6) Cost reduction	f) where improving performance is concerned.
7) Faster order fulfilment	g) is one of the benefits of efficient logistic operations.
8) Logistics is one of the spheres	h) develop a product range, plan their distribution channels, schedule marketing campaigns and deliver the finished product themselves.
9) Efficient logistics and transportation system	i) are among the main customer groups served by the logistic industry.
10) The geographical distance	j) are important prerequisites of the development of any economy.

Exercise 2. Translate into English following sentences.

1. Передумовами розвитку будь-якої економіки є ефективна система логістики та перевезень.
2. Швидка та точна доставка товарів допоможе будь-якому підприємству працювати ефективніше.
3. Сировину та готову продукцію завжди треба перевозити.
4. У нас час відстань між виробництвом та місцем споживання значно збільшилося.
5. Всесвітній логістичний ринок значно розширився останнім часом.
6. Логістичні операції стали складнішими.
7. Економію коштів можна досягти за допомогою централізації управління запасам.
8. Швидке виконання замовлень досягається використанням всесвітньої транспортної системи.

9. Існують численні невикористані можливості у логістичних процесах.
10. Швидка доставка посилок та документів є одним із завдань логістичної галузі.

Самостійна робота № 7

Theme “The Importance of Logistics in Business”

Task to do lexical exercises to the texts “What is Logistics”, “The Importance of Logistics in Business”.

Exercise 1. Translate the following terms.

Supply chain, supply chain management, flow of goods, storage of goods, point of origin, point of consumption, consumer, supplier, customer, provider, huge network, procurement, transformation, warehousing and distribution, intermediate product, finished product, to meet customers’ requirements, re-engineering, freight and transport costs, destination market, seasonal trends, import and export regulations, customs duties and taxes, various activities, inventory management, delivery services, order fulfilment.

Exercise 2. Which of the following words are nouns?

Internal, management, procure, distribute, information, involve, manufacturer, produce, consume, manage, consumption, requirement, develop, consumers, production, integration, transportation, manufacture, purchaser, suppliers, option, sell, distribution, internal, efficiently, consumer, partnership, efficiency, improvement, consider, location, fast, regulation, include, activity, responsible, quickly, radically, performance, systematically, development, worker, operator.

Exercise 3. Find in the texts synonyms for the following verbs.

To improve, to manufacture, to include, to work, to require, to control, to increase, to operate, to obtain, to produce, to advance, to purchase, to buy, to grow, to manage, to need, to involve, to get.

Exercise 4. Match each word from a with one from b to make word combinations.

a) Internal, finished, qualified, service, optimal, logistics, seasonal, destination, life, customs. b) Provider, documentation, location, cycle, focus, logistician, trends, market, re-engineering, product.

Exercise 5. For nouns in column B find suitable attributes in column A.

A	B
1. customer	a) management
2. order	b) logistician
3. product	c) channel
4. cost	d) flow
5. inventory	e) fulfilment
6. experienced	f) regulations
7. export	g) network
8. cash	h) savings
9. express	i) range
10. customs	j) services
11. supply	k) process
12. transportation	l) duties
13. distribution	m) chain

14.re-engineering	n) group
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Самостійна робота № 8

Theme “The Importance of Logistics in Business”

Task to do lexical exercises to the texts “What is Logistics”, “The Importance of Logistics in Business”.

Exercise 1. Complete the passage below with the prepositions: in (2), at, of (2), through, with (2), for, to.

The term “production logistics” is used 1) _____ describing logistic processes within an industry. The purpose 2) _____ production logistics is to ensure that each machine is being fed 3) _____ the right product in the right quantity and quality 4) _____ the right point in time. The issue is not the transportation itself, but to control the flow 5) _____ the value adding processes and to eliminate non-value adding ones. Production logistics can be applied 6) _____ existing as well as new plants. Manufacturing 7) _____ an existing plant is a constantly changing process. Machines are exchanged and new ones are added, which gives the opportunity to improve the production logistics system accordingly. Production logistics is getting more and more important 8) _____ the decreasing batch sizes. Track and tracing are an essential part 9) _____ production logistics – due 10) _____ product safety and product reliability issues.

Exercise 2. Complete the passage below with the words from the box below.

<i>Service</i>	<i>chain</i>	<i>origin</i>	<i>activities</i>
<i>technology</i>		<i>outbound</i>	<i>operational</i>

Logistics management is that part of supply 1) _____ management that plans, implements, and controls the effective forward and reverse flow and storage of goods, services and information between the point of 2) _____ and the point of consumption. Logistics management activities usually include inbound and 3) _____ transportation management, fleet management, warehousing, materials handling, order fulfilment, logistics network design, inventory management, supply/demand planning, etc. The logistics function also includes sourcing and procurement, production planning and scheduling, packaging and assembly, and customer 4) _____. It is involved in all levels of planning and execution – strategic, 5) _____ and tactical. Logistics management is an integrating function, which coordinates all logistics 6) _____, as well as integrating logistics activities with other functions including marketing, sales manufacturing, finance, and information 7) _____.

Exercise 3. Read the passage below. Translate it into Ukrainian. Use the dictionary if necessary.

In business, Third-Party Logistics (3PL) has a broad meaning that can be applied to any service contract that involves storing or shipping goods. A 3PL service may be a single service such as transportation or warehouse storage or it can be a system-wide bundle of services capable of managing the entire supply chain. Third-Party Logistics is the function, by which the owner of goods (The Client Company) outsources various

elements of the supply chain to one 3PL company. Third-party logistics providers usually specialize in warehousing and transportation services that can be customized to customers' needs based on market conditions and delivery service requirements for their products and materials. Often, these services go beyond logistics and include value-added services related to the production or procurement of goods, for example, services that integrate parts of the supply chain. Then the provider is called third-party supply chain management provider (3PSCM) or supply chain management service provider (SCMSP).

Exercise 4 a). Read the sentences given below and identify the tense form used in each of them. Translate the sentences.

1. Last year, the U.S. business logistics industry continued to grow at an unprecedented rate.
2. Global competition began to spread in the 1970s and accelerated in the 1990s.
3. Logistics has evolved throughout centuries to become an integral part of every business.
4. Globalization is still moving forward today.
5. Since 2000, the rail freight industry has undergone a remarkable transformation.
6. Logistics has been playing a fundamental role in global development for almost 5,000 years.
7. Since the construction of the pyramids in ancient Egypt, logistics has made a remarkable progress.
8. Recently, innovations have become vital to meet customer expectations.
9. Now, the company is working on a new project.
10. Usually, freight forwarders organize shipping of various goods.
11. Now, the ABC Company is expanding its production facilities to include a new product line.

b) Complete the sentences with the correct alternative.

1. Logistics as a business concept evolved/has evolved in the 1950s.
2. Production logistics gets/is getting more and more important now.
3. At present, supply chain operators use/are using the latest systems and techniques.
4. Trucking costs increased/has increased by \$52 billion in 2013.
5. The invention of the sea container in 1956 changed/has changed production conditions for nearly all industries around the world.
6. Since the early 1990's, the business scene changed/has changed, and logistics operations became/have become much more complex.
7. The global logistics market grew/has grown radically in the last ten years.
8. We worked/have been working on this project for two years.
9. Typically, procurement logistics includes/is including various activities such as market research, requirements planning, etc.
10. Now, students study/are studying Fundamentals of Logistics.

Exercise 5. Complete the sentences with “used to”, “to be used to”, “to get used to” in the appropriate form.

1. There was a time when companies _____ plan their distribution channels and deliver the final packaged items to their retailers themselves.
2. This mobile phone _____ be popular in Japan in 2011.
3. I _____ working late at night.
4. Today, suppliers must _____ new market conditions.
5. A year ago, our experts _____ test new devices every month.
6. Now, my brother _____ studying hard.
7. I _____ to work with a desktop PC, but now I prefer my new laptop computer.
8. Last year we _____ have three lectures per day.
9. Students _____ getting up early.
10. I _____ drinking green tea.

Самостійна робота № 9

Inbound Logistics

Theme “Inbound Logistics”

Task to read, translate the text, to learn active vocabulary.

Inbound Logistics involves the activities of receiving, storing, and distributing raw materials for use in production. It is an integral element of business operations for a manufacturing firm. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant, such as transportation, inventory, warehousing and materials handling.

Receiving and storing raw materials is a big responsibility for manufacturers. Big companies may have separate facilities for storing raw materials. Smaller companies often maintain receiving areas within the plant, in which the manufacturing process takes place. The organizational element of the materials receiving process is important because it significantly affects the efficiency, with which staff can distribute materials. Delays in this process can set back production and cost the company money or opportunities.

Inbound Logistics is an outsourced service, which offers customers the following benefits: identification and reduction of inbound costs; lower inventory levels of both packaging and ingredients; increase supply chain agility so that new products or promotions can be brought to market faster, etc.

The advantages of the effective inbound logistics service are as follows:

- Consolidation of goods prior to shipping that helps eliminate costly part shipments.
- Local representation to affect customs compliance procedures in the country of origin.
- Product picking and packing prior to export.
- Temporary storage prior to shipping.
- Product quality control.
- Mapping the supply chain and analyzing the cost elements on a comparable basis.
- Managing the transport and freight forwarding of inbound materials and finished product.
- Use of state-of-the-art IT systems to provide full visibility of transit throughout the supply chain.

Active Vocabulary

inbound logistics – внутрішня логістика,

raw materials – сировина,

integral element – невід’ємна складова,

cover – охоплювати,

sourcing location – місцезнаходження джерела сировини,

separate facilities – окремі приміщення,

receiving area – майданчик для отримання товару,
staff – персонал,
delay – затримка,
set back – зашкодити,
outsourced service – послуги зовнішніх підрядчиків,
inbound costs – внутрішні витрати,
supply chain agility – гнучкість ланцюгу поставок,
eliminate – усунути,
shipment – відвантаження,
customs compliance procedures – процедури дотримання митних правил,
state-of-the-art – найновіший, передовий.

Самостійна робота № 10

Theme “Inbound Logistics”

Task to do lexical exercises to the text “Inbound Logistics”

Exercise 1. Answer the questions.

1. What does the term Inbound Logistics imply?
2. Is Inbound Logistics an outsourced service?
3. What activities does Inbound Logistics involve?
4. What benefits does Inbound Logistics offer to customers?
5. Is receiving and storing raw materials a big responsibility for manufacturers? Why?
6. What facilities do big companies have for storing raw materials?
7. What may significantly affect the efficiency, with which staff can distribute raw materials?

Exercise 2. Decide whether the following statements are true or false.

1. Inbound Logistics involves the activities of manufacturing finished products.
2. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant.
3. Receiving and storing raw materials is a big responsibility only for large manufacturers.
4. Delays in this process can set back production and cost the company money or opportunities
5. Small companies usually have separate facilities for storing raw materials.
6. Huge companies typically maintain receiving areas within the same plant, in which manufacturing takes place.
7. The organizational element of the materials receiving process is important because it significantly affects the efficiency, with which staff can distribute materials.
8. Inbound Logistics is an outsourced service.
9. Inbound Logistics offers customers many benefits.
10. These benefits includes, among other things, identification and reduction of inbound costs as well as lower inventory levels of both packaging and ingredients.
11. The advantages of the effective inbound logistics service include consolidation of goods prior to shipping, product picking and packing prior to export, etc.
12. Consolidation of goods prior to shipping helps logisticians eliminate costly part shipments.

Самостійна робота № 11

Theme “Inbound Logistics”

Task to do lexical exercises to the text “Inbound Logistics”

Exercise 1. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Inbound logistics services	a) of receiving, storing, and distributing <u>raw materials</u> for use in production.
2) Smaller companies often maintain	b) separate facilities for storing raw materials.
3) Receiving and storing raw materials	c) you should have the local representation.
4) The materials receiving process	d) receiving areas within the plant, in which the manufacturing process takes place.
5) The benefits of inbound logistics are	e) affects the efficiency, with which staff can distribute materials.
6) Inbound Logistics involves the activities	f) is a big responsibility for manufacturers.
7) To affect customs compliance procedures in the country of origin.	g) identification and reduction of <u>inbound costs</u> ; lower inventory levels of both packaging and ingredients.
8) Inbound Logistics	h) can set back production and cost the company money or opportunities.
9) Delays in this process	i) cover all activities required to bring goods from a sourcing location to a warehouse or production plant
10) Big companies may have	j) offers customers many benefits.

Exercise 2. Translate into English following sentences.

1. Використання передових комп'ютерних систем забезпечує цілковитий контроль за перевезенням товару.

2. Консолідація товару до відправки усуне дороговартісну частину відвантаження товару.

3. Ефективна внутрішня логістика має багато переваг.

4. Щоб мати вплив на процедуру дотримання митних правил слід мати місцеве представництво у країні походження сировини.

5. Аналізувати вартість складових елементів слід використовуючи порівняльну основу.

6. Гнучкість ланцюгу поставок означає, що нові товари можна допоставляти на ринок швидше.

7. Внутрішня логістика охоплює отримання, зберігання і збут сировини для використання у виробництві.
8. Отримання і зберігання сировини – це дуже велика відповідальність для виробників.
9. Великі компанії мають окремі приміщення для зберігання сировини, менші компанії мають окремі майданчики для отримання товару.
10. Процес отримання сировини є надзвичайно важливим .

Самостійна робота № 12

Outbound Logistics

Theme “Outbound Logistics”

Task to read, translate the text, to learn active vocabulary.

Outbound Logistics is the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user. Outbound logistics focuses on distribution. Shipping, freight and warehousing are all key functions that fall under this category. This also includes communication with recipients and carriers.

Inbound and outbound systems share some common activities (e.g. transportation, inventory, warehousing, materials handling). Nevertheless, like inbound systems, outbound systems have some activities that are unique in nature.

The cargo handling services may include:

- Cargo collection and consolidation.
- Cargo forwarding.
- Transit warehousing.
- Product completion and inspection.
- Cargo tracing.
- Documentation and import handling.
- Customs clearance, etc.

Recently, IT developments have forced a change to the overall service provision as customers now demand and receive online cargo tracking and complete transparency of operations through the integration of systems.

Value in Outbound Logistics is obtained through reducing transit time, eliminating unnecessary or excessive stocks, providing customers with additional benefits.

The additional benefits for customers are the following:

- First line of quality control (monitoring the specification, quality and condition of merchandise supplied by a manufacturer prior to collection or shipment).

Receipt and acknowledgement of orders (dealing with export documentation and Letters of Credit requirements, instructions to transport operations, completion of preshipment inspection, etc.).

Active Vocabulary

Outbound Logistics – вихідна логістика,

cargo handling services – послуги з обробки вантажів,

cargo collection – збір вантажу,

cargo consolidation – консолідація вантажів, об'єднання партій грузів,

inspection – перевірка, огляд,

cargo tracing – відстеження руху грузів,

customs clearance – митне оформлення, розмитнення,

overall service provision – загальне надання послуг,

receipt of orders – прийом замовлень,
acknowledgement of orders – підтвердження замовлень,
Letters of Credit requirements – вимоги до акредитивів,
completion of preshipment inspection – завершення передвідвантажувальної
перевірки.

Самостійна робота № 13

Theme “Outbound Logistics”

Task to do lexical exercises to the text “Inbound Logistics”

Exercise 1. Answer the questions.

1. What does the term Outbound Logistics imply?
2. What does Outbound Logistics focus on?
3. Do inbound and outbound systems share common activities?
4. Do outbound systems have any activities that are unique in nature?
5. What operations do the cargo handling services include?
6. How is value obtained?
7. What additional benefits does Outbound Logistics offer?
8. What does quality control involve?

Exercise 2. Decide whether the following statements are true or false.

1. Outbound Logistics is the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user.
2. Outbound Logistics focuses on manufacturing.
3. Shipping, freight and warehousing are all key functions of Outbound Logistics.
4. Inbound and outbound systems do not have anything in common.
5. Outbound systems have some activities that are unique or deserve special emphasis.
6. The cargo handling services may include cargo collection and consolidation and cargo forwarding.
7. The cargo handling services do not usually include documentation and import handling.
8. Recently, IT developments have forced a change to the overall service provision.
9. Modern customers demand online cargo tracking and complete transparency of logistics operations.
10. Value in Outbound Logistics is obtained through increasing transit time.
11. The additional benefits for customers include first line of quality control as well as receipt and acknowledgement of orders.
12. Dealing with export documentation is important in Outbound Logistics.
13. Receipt and acknowledgement of orders include dealing with export documentation and Letters of Credit requirements.

Самостійна робота № 14

Theme “Outbound Logistics”

Task to do lexical exercises to the text “Inbound Logistics”

Exercise 1. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Outbound Logistics is	a) monitoring the specification, quality and condition of merchandise supplied by a manufacturer prior to collection or shipment
2) Inbound Logistics is	b) online cargo tracking and complete transparency of operations through the integration of systems
3) The cargo handling services include	c) the flow, or management, of goods into a production unit or warehouse
4) First line of quality control includes	d) lower inventory levels of both packaging and ingredients
5) Logistics is a service, which offers customers	e) some common activities, such as transportation, inventory, warehousing, materials handling
6) Customers now demand	f) the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user
7) Inbound and outbound systems share	g) customs clearance and services through to onward and final delivery

Exercise 2. Translate into English following sentences.

1. Вихідна логістика – це зберігання та розповсюдження кінцевих товарів та пов'язаних із ними інформаційних потоків.

2. Доставка, фрахт та складування є ключовими функціями, які підпадають у цю категорію.

3. Вхідна та вихідна логістика мають ряд спільних діяльностей.

4. Проте вихідна логістика має ряд унікальних діяльностей.

5. Послуги із обробки вантажів містять кілька діяльностей

6. А саме – збір та об'єднання партій грузів, експедирування та транзитне складування.

7. Також сюди відноситься огляд товару, відстеження руху, оформлення документації та розмитнення.

8. Наразі ми можемо користуватися послугами онлайн відстеження руху товарів і мати цілковиту прозорість операцій.

9. Вихідна логістика має ряд переваг.

10. Найголовнішими серед них є скорочення часу доставки, а також усунення непотрібних або надмірних запасів.

Самостійна робота № 15

Theme “Inbound Logistics”, “Outbound Logistics”.

Task to review active vocabulary, to do lexical exercises to the texts “Inbound Logistics”, “Outbound Logistics”.

Exercise 1. Translate the following phrases.

Raw materials, cargo collection and consolidation, cargo forwarding, transit warehousing, cargo tracing, materials handling, cargo handling operations, customs clearance, customs compliance procedures, overall service provision, excessive stocks, storage of goods, point of origin, point of consumption, to meet customers' requirements.

Exercise 2. Make up sentences using the following phrases.

To be responsible for, to consider some factors, to focus on, to provide customers with additional benefits, to increase efficiency, to obtain value, to distribute materials, to deserve special emphasis, to reduce transit time, to meet customers' requirements, to control the efficient flow of goods, receipt and acknowledgement of orders, prior to shipping.

Exercise 3. Make nouns from the following verbs.

To provide, to supply, to move, to carry, to deliver, to ship, to collect, to require, to pack, to complete, to receive, to acknowledge, to consolidate, to distribute, to maintain, to consume, to serve, to develop, to integrate, to contain, to inspect, to operate, to procure, to clear, to reduce, to produce, to add, to inform, to add, to respond, to locate.

Exercise 4. Match each word from a with one from b to make word combinations as they occur in Text.

- a) Inbound, outsourced, temporary, customs, raw, cost, full, service, supply chain.
- b) Service, materials, visibility, storage, provision, elements, clearance, agility, logistics.

Exercise 5. For nouns in column B find suitable attributes in column A.

A	B
1. outbound	a) time
2. unique	b) transparency
3. shipping	c) activities
4. cargo	d) user
5. transit	e) forwarding
6. export	f) department
7. excessive	g) logistics
8. complete	h) documentation
9. manufacturing	i) customer
10. final	j) product
11. end	k) firm
12. loyal	l) stocks

Самостійна робота № 16

Theme “Inbound Logistcs”, “Outbound Logistics”.

Task to review active vocabulary, to do lexical exercises to the texts “Inbound Logistcs”, “Outbound Logistics”.

Exercise 1. Fill in the gaps using suitable word combinations from the box below.

cargo forwarding	Letter of Credit
cost elements	online cargo tracking
supply chain agility	additional benefits
consolidation of goods	service provision
service levels	

1. Value is obtained through providing customers with _____ .
2. The cargo handling services include cargo collection and consolidation, as well as _____.
3. Recently, IT developments have forced a change to the overall _____ as customers now demand complete transparency of operations through the integration of systems.
4. Receipt and acknowledgement of orders presuppose dealing with export documentation and _____ requirements, etc.
5. Inbound logistics increases _____ so that new products or promotions can be brought to market faster.
6. We must provide _____ prior to shipping, so eliminating costly part shipments.
7. It is essential to map the supply chain and analyze the _____ on a comparable basis.
8. Customers and service providers must jointly explore the opportunities for increasing efficiency and improving _____ .
9. Customers require and receive _____ and complete transparency of operations through the integration of systems.

Exercise 2. Complete the passage below with the words from the box below.

Service	chain	origin	activities
technology		outbound	operational

Logistics management is that part of supply 1) _____ management that plans, implements, and controls the effective forward and reverse flow and storage of goods, services and information between the point of 2) _____ and the point of consumption. Logistics management activities usually include inbound and 3) _____ transportation management, fleet management, warehousing, materials handling, order fulfilment, logistics network design, inventory management, supply/demand planning, etc. The logistics function also includes sourcing and procurement, production planning and scheduling, packaging and assembly, and customer 4) _____. It is involved in all levels of planning and execution – strategic, 5) _____ and tactical. Logistics management is an integrating function, the task of

which is to coordinate all logistics 6) _____, as well as integrating logistics activities with other functions including marketing, sales manufacturing, finance, and information 7) _____.

Exercise 3. Read the passage below. Translate it into Ukrainian.

In modern complex economy, businessmen search for the best possible business opportunities, and one of the fastest growing areas is the field of Reverse Logistics (RL). This field incorporates most aspects of a company's support after the product or service has been sold to the client. The term "reverse logistics" is used to describe all operations related to the reuse of products and materials. It is the process of planning, implementing, and controlling the efficient, cost effective flow of raw materials, in-process inventory, finished goods and related information from the point of consumption to the point of origin for the purpose of recapturing value or proper disposal. Remanufacturing activities may be included in the definition of reverse logistics too. The reverse supply chain is also a term used in the industry. The activities related to reverse logistics include warehousing, repair, refurbishment, recycling, aftermarket call centre support, field service and many others.

Exercise 4. Match the following terms with their definitions.

Logistics	a) A network of facilities that performs the function of procurement of materials, transformation of these materials into finished products, and the distribution of these products to customers
Supply chain	b) all operations related to the reuse of products and materials
Logistics management	c) goods carried by a ship, aircraft, or other vehicle
Customs clearance	d) the management of the flow of goods, information and other resources, between the point of origin and the point of consumption
Cargo	e) someone whose business is to supply a particular service or commodity
Logistician	f) that part of supply chain management, which plans, implements, and controls the flow and storage of goods between the point of origin and the point of consumption
Provider	g) a specialist in logistics
Reverse Logistics	h) the act of passing goods through customs so that they can enter or leave the country

Exercise 5. Underline the gerunds or gerund phrases in the following sentences. Translate the sentences.

1. Inbound Logistics involves the activities of receiving, storing, and distributing raw materials for use in production.
2. Receiving and storing raw materials is a big responsibility for large manufacturers.
3. Reverse logistics is the process of planning, implementing, and controlling the efficient, cost effective flow of raw materials, in-process inventory, finished goods and related information from the point of consumption to the point of origin.

4. The additional benefits for customers include monitoring the specification, quality and condition of merchandise, dealing with export documentation and Letters of Credit requirements, etc.).
5. The main functions of a qualified logistician include other purchasing and warehousing.
6. Logisticians are responsible for delivering cargo to the end customer.
7. The main tasks may include tracking inventory, receiving inventory stock from the manufacturer, managing projects, collecting relevant information via telephone, mail services, email and websites.
8. Value in Outbound Logistics is obtained through decreasing transit time.
9. Outbound Logistics is the process related to storing the final product and moving it from the end of the production line to the end user.
10. Inbound Logistics focuses on manufacturing.
11. Our customers request online cargo tracking and complete transparency of all logistics operations.

Самостійна робота № 17
Customs and Warehousing Services

Theme “Customs and Warehousing Services”

Task to read and translate the text, to learn active vocabulary.

The main challenge for logistics companies is to offer various services at a competitive price. Logistics companies usually provide various services including the following.

1. Customs services

- Processing of documents required for customs procedures.
- Completion of CMR (road transport waybill) and TIR Carnet.
- Administering of documents required for sanitary border inspection and presentation of goods for control.
- Presentation of documents and procedure execution in the customs.
- Consultation of customs duties and tariff issues.
- Representation of the client interests in the customs.
- Processing of sanitary border documents.
- Provision of convoy services.
- Information on freight transportation.
- Freight weighing, inspection and other services in accordance with the customs requirements.

2. Warehousing services

- Long-term and short-term storage in warehouses.
- Storing of special and non-standard cargoes and containers.
- Reloading, weighing of cargo and containers.
- Cargo lashing and securing within containers.
- Palletisation / depalletisation, wrapping, marking.
- Cargo sorting, damage and quantity inspection.
- Repacking of cargo content, pre-packing, labelling or sticking stamps.
- Cargo consolidation.
- Photo and video monitoring documentation upon the customer's request.
- Surveyor services.

Active Vocabulary

competitive price – конкурентоспроможні ціни,

TIR Carnet – тіп – карнет, міжнародний митний транзитний документ,

administering – застосування,

sanitary border inspection – митний санітарний огляд,

procedure execution – виконання процедури,

cargo lashing – закріплення, фіксування вантажу,

palletisation – вкладання на піддони,

surveyor services – послуги інженера-кошторисника.

Самостійна робота № 18

Theme “Customs and Warehousing Services”

Task to do lexical exercises to the text “Customs and Warehousing Services”

Exercise 1. Complete the following statements.

1. Logistics company may provide various ...
2. Customs services include processing of documents required for customs ...
3. Special documents are required for sanitary border ...
4. The company provides information on freight ...
5. The company offers consultation concerning customs ... and tariff ...
6. The company is responsible for provision of convoy ...
7. Customs services incorporate freight weighing and inspection in accordance with the ...
8. The company is also responsible for reloading, weighing of cargoes and complete ...
9. Photo and video monitoring documentation is performed upon the ...
10. Warehousing services include long-term and short-term storage in ...
11. They also include storing of special and non-standard cargoes and ...

Exercise 2. Decide whether the following statements are true or false.

1. Customs services include processing of documents required for customs procedures.
2. Logistics companies may be responsible for cargo palletisation and wrapping.
3. Customs services include repacking of cargo content, prepacking and labelling.
4. Warehousing services involve cargo transportation.
5. Customs services include processing of sanitary border documents.
6. Customs services may involve cargo consolidation.
7. Customs services incorporate cargo lashing and securing within containers.
8. Warehousing services include freight weighing in accordance with the customs requirements.
9. Any logistics company must provide information on freight transportation.

Самостійна робота № 19
Transport and Terminal Services

Theme “Transport and Terminal Services”

Task to read, translate the text, to learn active vocabulary.

Logistics companies may also provide the following services.

1. Transport services

a) Railway transportation

- Cargo transportation and transit by rail.
- Railway line for simultaneous processing of a certain number of rail freight cars.
- Processing of documents necessary for rail transportation and customs authorities.

b) Sea transportation

- Regular cargo shipments of less than container (LCL) and full container loads (FCL) in partnership with all shipping lines operating in the port.
- Door to door cargo delivery.
- Dangerous and valuable cargo transportation.
- Special (out-of-gauge) cargo transportation through the port.

c) Road transportation

- Cargo transportation on trailers and container carriers.
- Special (out-of-gauge) freight forwarding.
- Local delivery.

d) Air transportation

- International express deliveries.
- Charters and special project cargo handling services (large equipment, refrigerated goods, animals, etc.).
- Small package shipping.
- Aircraft maintenance and other support services.

2. Terminal services

- Vessel stevedoring.
- Full / empty container storage and handling.
- Container “Cross-dock” operations (cargo from one mode of transport is shifted to another mode of transport).
- A full range repair services for the customer’s container.
- Tank container repair.
- Storage of dangerous goods.

Active Vocabulary

cargo transportation – грузові перевезення,

transit by rail – транзит, перевезення залізницею,

full container loads (FCL) – повна загрузка контейнера,

out-of-gauge cargo transportation – перевезення негабаритних вантажів ,
vessel stevedoring – вантажно-розвантажувальні роботи на судні,
“Cross-dock” operations – наскрізне складування.

Самостійна робота № 20

Theme “Transport and Terminal Services”

Task to do lexical exercises to the text “Transport and Terminal Services”

Exercise 1. Complete the following statements.

1. Railway transportation services include container “Crossdock” ...
2. Sea transportation services involve vessel ...
3. Sea transportation services also involve special cargo transportation through ...
4. A special railway line can be used for simultaneous processing of a certain number of
5. Transport services include processing of documents necessary for rail transportation and ...
6. Road transportation services include full / empty container storage and ...
7. Terminal services may include regular cargo shipments of less than container load and full...
8. Transport services involve dangerous and valuable cargo ...
9. Skilled mechanics can provide a full range repair services for the ...
10. Transport services may include international express ...
11. Logistics companies provide door to door ...

Exercise 2. Decide whether the following statements are true or false.

1. Transport services involve cargo transportation by rail only.
2. Logistics companies never process documents necessary for rail transportation and customs authorities.
3. LCL stands for less than container load.
4. FCL stands for full container load.
5. CMR stands for rail transport waybill.
6. Transport services normally include tank container repair.
7. Terminal services do not involve vessel stevedoring.
8. Container “cross-dock” operations involve shifting cargo from one mode of transport to another mode of transport.
9. Some logistics companies may offer a full range repair services for the customer’s container.
10. Regular cargo shipments of less than container (LCL) and full container loads (FCL) can be performed in partnership with all shipping lines operating in the port.
11. Charters and special project cargo handling services include shipping large equipment and refrigerated goods.

Самостійна робота № 21

Theme “Transport and Terminal Services”

Task to review active vocabulary, to do lexical exercises to the text “Transport and Terminal Services”

Exercise 1. Translate the following terms.

Simultaneous processing, rail freight cars, customs authorities, less than container load, full container load, door to door cargo delivery, out-of-gauge cargo transportation, freight forwarding, vessel stevedoring, container storage and handling, “Cross-dock” operations, storage of dangerous goods, international express deliveries, full range of services, small package shipping, aircraft maintenance.

Exercise 2 Match each word from a with one from b to make word combinations as they occur in Text 1 and Text 2.

a) Cargo, photo, customs, sea, convoy, full, sanitary, express, nonstandard, TIR, tank, aircraft, cross-dock, refrigerated, certified, fast.

b) Monitoring, Carnet, lashing, logistician, transportation, operations, range, port, services, inspection, cargo, goods, procedures, maintenance, deliveries, container.

Exercise 3 Make up words with the same stem.

To contain, to inspect, to secure, to compete, to provide, to complete, to present, to consult, to weigh, to store, to pack, to authorize, to palletize, to include, to maintain, to operate, to equip, to process, to carry, to employ, to organize, to know, to reduce, to certify, to authorize.

Exercise 4 For nouns in column B find suitable attributes in column A.

A	B
1. container	a) shipments
2. customs	b) services
3. vessel	c) transportation
4. cargo	d) forwarding
5. repair	e) inspection
6. video	f) monitoring
7. freight	g) stevedoring
8. quantity	h) authorities
9. sea	i) line
10. railway	j) load

Exercise 5 Complete the passage below with the words from the box below.

services	money	vessels	systems
vehicle	clearance	cargo	costs

Customers can take advantage of a wide range of terminal services, which help optimize the movement of 1) _____ through the port to its final destination. Depending on the terminal, these services can include customs 2) _____, pre-delivery inspection, storage, re-forwarding and inland transport. Some terminals also have 3) _____ processing centres that offer additional services such as upgrades, repair and accessory installation. Communication and information 4) _____ within the terminals are linked to the customized information technology

solutions. This means that we know the exact location of cargo while at our terminals or on board any of our 5) _____. This knowledge allows customers to control their cargo. By simplifying and reducing administration and handling 6) _____, logistics companies help customers save time, energy and 7) _____. Modern companies focus on their customers' needs and continually provide creative new 8) _____ to add flexibility, reliability and efficiency to their businesses.

Самостійна робота № 22

Theme “Transport and Terminal Services”

Task to review active vocabulary, to do lexical exercises to the text “Transport and Terminal Services”.

Exercise 1. Complete the passage below with the prepositions: with (2), for, of, by, to, without, from.

ABC Logistics offers professional freight terminal services. On the international level the services are known as Cross-dock services. Cross-dock is a process 1) _____ distribution of goods 2) _____ placing them in a warehouse or a storage area. Instead, the goods are prepared 3) _____ shipping to consignees or other warehouses. Cross-dock service is relevant 4) _____ freight carrier companies that seek to reduce transportation costs. ABC Logistics freight terminal service is certified 5) _____ the System Alliance Europe (SAE) certificate. Private European logistics companies established Alliance to unite the freight flows and to control the quality of services provided 6) _____ each partner. Organizational and IT requirements set among SAE members ensure freight transport that is compliant 7) _____ high standards, transparency and reliability. Currently, SAE consists of 54 companies 8) _____ 27 countries, and 187 branches.

Exercise 2 Read the passage below. Translate it into your mother tongue. Use the dictionary if necessary.

Tank Service Inc. and its three partner companies provide an increasingly diverse range of services. They serve customers with a variety of logistics services including satellite tracking of tank containers. Tank Service Inc. is a quality supplier of new portable tanks and used portable tanks for bulk liquid transportation, and for storage and process applications. Extensive tank container modification and customization are offered. Tank container repair capabilities include the ability to refinish tank interiors. The partner companies also distribute a broad range of parts and components. Tank containers handled by Tank Service range in capacity from 14,000 to 25,000 litres. Tank container logistics management is one of the newer Tank Service offerings. Tank Service also can help keep track of the tank containers wherever they might be going. The company offers SataTrack, a GPS system for worldwide intermodal asset tracking and security applications. Customers can monitor tank container status in real time online. While Tank Service offers a broad range of products and services, it does so with a relatively small staff. Since 1988 Tank Service Inc. has been providing quality products and services for the petroleum, chemical, water and waste treatment, utility, heavy industry and governmental agencies.

Exercise 3 Ask ten questions to the text from Exercise 2 (three general, three special, two disjunctive and two alternative questions). Retell the text.

Exercise 4 Complete the following sentences using the correct degree of the adjective given in the brackets.

1. BEE Inc. is (large) company in this region. 2. BEE Inc. offers a (broad) range of products and services than any other company in this region. 3. We can offer various services at a (competitive) price compared to Mono Ltd. 4. This is (big) container I have ever seen. 5. Logistician is one of (popular) professions today. 6. A train is (fast) than a truck. 7. Air is (fast) mode of transportation. 8. Fundamentals of Logistics is (interesting) subject for me! 9. Their transport services are (expensive) compared to their competitors. 10. My colleague's handwriting is (bad) than mine.

Exercise 10 Complete the following sentences using the best answer a), b), c), or d).

1. We usually _____ goods every Monday.
a) receives b) are receiving c) have received d) receive
2. Our manager _____ for Berlin tonight.
a) is leaving b) leave c) leaves d) are leaving
3. John _____ (already) packing the goods.
a) were finishing b) has finished c) have finished d) was finishing
4. Norma _____ for a big logistics company now.
a) works b) is working c) has worked d) work
5. I _____ Tank Service Inc. since August.
a) is working b) have been working c) has worked d) work
6. Thomas _____ Logistics at TTI for two years.
a) has been studying b) was studying c) is studying d) are studying
7. ABC Ltd. _____ professional freight terminal services.
a) is offering b) offers c) are offering d) is offered
8. Last year, ABC Ltd. terminal service _____ by the System Alliance Europe.
a) was certified b) is certified c) will be certifies d) is offered
9. We _____ the goods yet.
a) had not shipped b) have not shipped c) has not been shipped d) did not ship

Самостійна робота № 23
Introduction to Supply Chain

Theme “Introduction to Supply Chain”

Task to read, translate the text, to learn active vocabulary.

A supply chain can be defined as a system of organizations, people, technology, activities, information and resources involved in moving a product or service from supplier to customer. Supply chain activities transform natural resources, raw materials and components into a finished product that is delivered to the end customer. The supply chain goal is to reduce the total cost, whereas providing the desired level of responsiveness to customers. The supply chain segment involved with getting the finished product from the manufacturer to the consumer is known as the distribution channel.

For most companies, the supply chain is an essential component of success. The supply chain is a key determinant of a company's responsiveness to emerging opportunities. The supply chain is an important link with the company's customers.

A simple supply chain links a company that manufactures or assembles a product with its suppliers and distributors and customers. It should be noted that every supply chain starts and ends with the customer. A typical supply chain is made up of a number of elements that are connected by the movement of goods along it.

- **Customer.** The supply chain begins with the customers and their need for a particular product. The customer contacts the Sales Department of the company, which enters the sales order for a specific quantity to be delivered on a specific date. The sales order includes specific requirements that have to be fulfilled by the production facility.
- **Planning.** The requirements activated by the customer's sales order are combined with other orders. The Planning Department creates a production plan to make the products to complete the customer's orders. To manufacture the products the company has to purchase some raw materials.
- **Purchasing.** The Purchasing Department receives a list of raw materials and services required by the Production Department to fulfil the customer's orders. The Purchasing Department sends purchase orders to selected suppliers asking for the necessary raw materials to be delivered to the manufacturing site.
- **Inventory.** The raw materials are received from the suppliers; then they are checked for quality and accuracy and moved into the warehouse. The supplier will then send an invoice to the company for the delivered items.
- **Production.** The finished products ordered by the customer are manufactured using the raw materials purchased from suppliers. The items are tested and then they are stored in the warehouse prior to delivery to the customer.
- **Transportation.** The Shipping Department determines the most efficient method to ship the products to the customer so that they are delivered on time. When the goods are received by the customer, the company will send an invoice for the delivered products.

Active Vocabulary

supply chain – ланцюг поставок,

responsiveness – реакція, оперативність, гнучкість,

distribution channel – канал збуту,

sales order – замовлення клієнта,

invoice – накладна, рахунок-фактура.

Самостійна робота № 24

Theme “Introduction to Supply Chain”

Task to do lexical exercises to the text “Introduction to Supply Chain”

Exercise 1. Review questions.

1. What does the term “supply chain” refer to?
2. What is the goal of any supply chain?
3. What does the term “distribution channel” imply?
4. Why is the supply chain regarded as an essential component of success for most companies?
5. Is the supply chain an important link with the company’s customers?
6. What elements is a simple supply chain made up of?
7. What is the function of the Sales Department?
8. What is the function of the Planning Department?
9. What is the function of the Purchasing Department?
10. What is the function of the Production Department?
11. What is the function of the Shipping Department?

Exercise 2. Decide whether the following statements are true or false.

1. A supply chain is a system of organizations, people, technology involved in moving a product or service from customer to provider.
2. Supply chain activities transform natural resources, raw materials and components into a finished product that is delivered to the end customer.
3. The supply chain starts and ends with the provider.
4. A simple supply chain links a company that manufactures or assembles a product with its suppliers and distributors and customers.
5. The customer contacts the Shipping Department of the company, which enters the sales order for a specific quantity to be delivered on a specific date.
6. The requirements activated by the customer’s sales order are combined with other orders.
7. The Sales Department will create a production plan to produce the products to fulfil the customer’s orders.
8. The Purchasing Department receives a list of finished products required by the production department to complete the customer’s orders.
9. The Purchasing Department sends purchase orders to selected suppliers to deliver the necessary raw materials to the manufacturing site on the required date.
10. The raw materials are received from the customers, checked for quality and accuracy and moved into the warehouse.
11. The raw materials are stored until they are required by the production department.
12. The finished products ordered by the customer are manufactured using the raw materials purchased from suppliers.

13. After the items have been completed and tested, they are stored in the main office prior to delivery to the customer.

14. When the finished product arrives in the warehouse, the Sales Department determines the most efficient method to ship the products.

15. When the goods are received by the customer, the company will send the customer an invitation to a business meeting.

Самостійна робота № 25

The Role of Transportation in the Supply Chain

Theme “The Role of Transportation in the Supply Chain”

Task to read, translate the text, to learn active vocabulary.

The term “transportation” refers to the movement of product from one point to another as it moves from the beginning of a supply chain to the customer. In the United States, for example, freight transportation costs amount to about 6% of the GDP (Gross Domestic Product).

Any supply chain’s success is closely linked to the appropriate use of transportation. Logistics companies effectively use responsive transportation systems to lower overall costs. They employ “Crossdocking” – a process, in which product is exchanged between trucks so that each truck going to a retail store has products from different suppliers. Today, the growth in shipments to and from China is creating both problems and opportunities for logistics companies. Many large corporations have already invested in buying offices in China and India.

There are two key players in any transportation that takes place within a supply chain. The shipper is that party that requires the movement of the product between the point of origin and the point of consumption. The carrier is the party that moves or transports the product.

The modes of transportation include water, rail, intermodal, truck, air, pipeline and package carriers. Water is typically the least expensive mode, but is also the slowest, whereas air and package carriers the most expensive and the fastest.

Rail and water are best suited for low-value and large shipments that do not need to be moved in a hurry. Air and package carriers are best suited for small, high-value, emergency shipments. Intermodal carriers are faster than rail and water, but more expensive.

Logistics firms should take into consideration a combination of a) transportation costs; b) inventory costs; c) the level of responsiveness to the customers’ requirements. Managers should consider an appropriate combination of company-owned and outsourced transportation to meet their needs. Managers must also use the information technology available to help decrease cost and improve responsiveness in their transportation networks. For example, satellite-based communication systems allow carriers to communicate with each other.

Active Vocabulary

transportation – перевезення, транспортування,

Gross Domestic Product – валовий внутрішній продукт,

crossdocking – наскрізне складування,

shipper – вантажовідправник,

carrier – перевізник,

mode of transportation – вид транспорту,

package carrier – пакувальник.

Самостійна робота № 26

Theme “The Role of Transportation in the Supply Chain”

Task to do lexical exercises to the text “The Role of Transportation in the Supply Chain”

Exercise 1. Review questions.

1. What does the term “transportation” imply?
2. What do logistics companies use to decrease overall costs?
3. What are two key players in any transportation that takes place within a supply chain?
4. What modes of transportation are used in Logistics?
5. What is the least expensive mode of transportation?
6. What is the fastest mode of transportation?
7. What is the information technology utilized for?
8. What do satellite-based communication systems allow carriers to do?

Exercise 2. Decide whether the following statements are true or false.

1. Freight transportation costs in the United States amount to about 5% of the GDP.
2. Any supply chain’s success is closely linked to the appropriate use of transportation.
3. Cross-docking is a process, in which product is exchanged between trucks so that each truck going to a retail store has products from different suppliers.
4. There are three key players in any transportation that takes place within a supply chain.
5. The carrier is that party that requires the movement of the product between two points in the supply chain.
6. The modes of transportation include water, rail, intermodal, truck, air, pipeline and package carriers.
7. Water is typically the most expensive mode.
8. Rail and water are best suited for high-value shipments.
9. Air and package carriers are best suited for emergency shipments.
10. Intermodal carriers are faster than rail and water and less expensive.
11. Firms should evaluate the transportation function based on a combination of transportation costs and other costs.
12. Managers should consider an appropriate combination of company-owned and outsourced transportation to meet their needs.
13. The use of information technology would help decrease cost and improve responsiveness in transportation networks.

Самостійна робота № 27

Theme “Introduction to Supply Chain”, “The Role of Transportation in the Supply Chain”

Task to review active vocabulary to the texts “Introduction to Supply Chain”, “The Role of Transportation in the Supply Chain”, to do lexical exercises.

Exercise 1. Translate the following word combinations.

Raw materials, finished product, distribution capacity, supply and demand, retail store, modes of transportation, large shipments, intermodal carrier, huge warehouse, communication systems, satellite-based systems.

Exercise 2. Make up words with the same stem.

To optimize, to implement, to maintain, to locate, to improve, to pack, to carry, to prepare, to communicate, to receive, to pay, to respond, to store, to operate, to agree, to transport, to decide, to determine.

Exercise 3. Match the following synonyms.

1. include	a) enlarge
2. maximize	b) contain
3. eliminate	c) transfer
4. need	d) produce
5. transport	e) advance
6. improve	f) require
7. manufacture	g) put into operation
8. implement	h) avoid

Exercise 4. For nouns in column B find suitable attributes in column A.

A	B
1. raw	a) transportation
2. finished	b) agreement
3. responsive	c) sites
4. manufacturing	d) customer
5. purchasing	e) materials
6. primary	f) objective
7. high	g) network
8. loyal	h) product
9. outsourced	i) level

Exercise 5. Complete the passage below using suitable words from the box below.

excellence	responsiveness	categories	inventory
safety	management	costs	sites

The inventory, along with transportation, the location of the manufacturing 1) _____ and warehouses represent an important factor that influences the performance of the supply chain. 2) _____ contains the raw materials, the work in process and all the finished products of a supply chain. The changes of the inventory policies can lead to a dramatic change of the supply chain's efficiency and

3) _____. Logisticians have to identify the main 4) _____ of inventory and the way that they can be controlled. In every company we can identify cycle inventory, 5) _____ inventory and seasonal inventory. Traditionally, in the management of supply chain processes, inventory 6) _____ is challenging because it directly impacts both costs and service. Effective inventory management is at the core of supply chain management 7) _____. Inventory 8) _____ are the costs related to storing and maintaining its inventory over a certain period of time.

Самостійна робота № 28

Theme “Introduction to Supply Chain”, “The Role of Transportation in the Supply Chain”

Task to review active vocabulary to the texts “Introduction to Supply Chain”, “The Role of Transportation in the Supply Chain”, to do lexical and grammar exercises.

Exercise 1. Fill in the gaps using suitable word combinations from the box below.

sales order	natural resources	production area	production plan
sales department	production department	shipping department	
movement of products	raw materials		

1. Supply chain activities transform _____, raw materials and components into a finished product that is delivered to the end customer.
2. A simple supply chain is made up of several elements that are linked by the _____ along it.
3. The customer contacts the _____ of the company, which enters the sales order for a specific quantity to be delivered on a specific date.
4. The requirement activated by the customer's _____ will be combined with other orders.
5. The planning department will create a _____ to produce the products to fulfil the customer's orders.
6. The purchasing department receives a list of raw materials and services required by the _____ to complete the customer's orders.
7. The purchasing department sends purchase orders to selected suppliers to deliver the necessary _____ to the manufacturing site on the required date.
8. Based on a production plan, the raw materials are moved to the _____.
9. When the finished product arrives in the warehouse, the _____ determines the most efficient method to ship the products.

Exercise 2 Read the text below and write a short summary of the text in Ukrainian.

The Impact of Globalization on the Supply Chain

Today, manufacturing in developing countries is considerably cheaper than in the United States due to the low cost of labour. For instance, the hourly wage for China's manufacturing and production workers is less than one dollar per hour. But foreign manufacturing brings with it many challenges. It isn't as easy to set up real-time data sharing with a factory in China as it is with a factory in the United States. The total distance that overseas goods need to travel to reach the U.S. increases the chance that they will get delayed. Foreign manufacturing also brings with it a lot of the uncertainty that supply chain systems were designed to eliminate. However, the technology capable of tracking shipments throughout the world is improving. But a lot of this

technology is still pretty expensive; some of the places a company would want to deploy it don't have the necessary infrastructure in place. Furthermore, labour costs in some places are so low that IT automation and monitoring projects may add more to costs than they save in productivity. Consequently, some low-tech products may not be worth monitoring. Meanwhile, the best way for companies is to use whatever systems they can to get as much visibility into the global supply chain as possible. By applying technology and by choosing the supply chain partners who have the capability to share data, a company can get many of the benefits of the "just in time" technique.

Exercise 3 Match the following terms with their definitions.

Transportation	commercial or industrial property such as a building, plant, or structure, built, established, or installed for the performance of one or more specific activities or functions
Supply Chain Management	The party that requires the movement of the product between two points in the supply chain
Shipper	Facility designed for temporary storage
Inventory costs	Activities employed in maintaining the optimum number or amount of each inventory item
Warehouse	Merchandise or other item of common or daily use, ordinarily bought by individuals or households for private consumption
Inventory	The management of materials, information, and finances as they move in a process from supplier to consumer
Consumer product	The raw materials, work-in-process goods and completely finished goods, which are ready for sale.
Facility	The costs related to storing and maintaining its inventory over a certain period of time
Inventory Management	The movement of product from one location to another as it makes its way from the beginning of a supply chain to the customer's handle

Exercise 4 Find in the sentences the verbs in the Passive Voice and underline them. Translate the sentences.

1. Any supply chain's success is closely linked to the appropriate use of transportation.
2. The sales order includes specific requirements that have to be fulfilled by the production facility.
3. The requirements activated by the customer's sales order are combined with other orders.
4. The final products are manufactured using the raw materials.
5. The raw materials were received from the suppliers and checked for quality and accuracy.
6. The list of raw materials was received by the Purchasing Department last Monday.
7. These goods will be delivered in two weeks.
8. The cargo has not been shipped yet.
9. All necessary documents have already been received.
10. Professional logisticians are often certified by professional associations.
11. The Chartered Institute of Logistics & Transport (CILT) was established in the United Kingdom in 1919.
12. These items are being tested now.
13. In the receiving area of a warehouse, all documentation is checked and recorded.
14. Later goods will be unpacked or repacked.
15. In the back-up storage area of a warehouse, most of the warehouse inventory is stored.
16. In the order picking area, the goods are selected in the quantities that are required by the customer.
17. The goods are now being exchanged between trucks.

Exercise 5 Rewrite the sentences below in the Passive Voice.

1. Transportation involves the movement of products from one location to another.
2. Logistics companies use responsive transportation systems to lower overall costs.
3. Logistics companies employ Cross-docking.
4. People utilize rail transportation for low-value and large shipments.
5. The firm evaluated the transportation function based on a combination of transportation costs.
6. Logisticians should consider an appropriate combination of company-owned and outsourced transportation.
7. Managers used the available information effectively.
8. People transform natural resources, raw materials and components into a finished product.

9. The supply chain must provide the desired level of responsiveness to customers.
10. The Planning Department of our company has already created a production plan to fulfil the customer's orders.
11. The Manufacturing Department of the company will purchase the necessary raw materials.
12. Yesterday, the Purchasing Department received a list of raw materials required by the Production Department.
13. We will receive the raw materials from reliable suppliers.
14. The Shipping Department has determined the most efficient method to ship the products.
15. We are testing a new video monitoring system now.
16. Our managers have made the goods ready for dispatch.

What is Supply Chain Management?

Theme “What is Supply Chain Management?”

Task to read, translate the text, to learn active vocabulary.

The term Supply Chain Management (SCM) was introduced in the 1980s. The primary objective of supply chain management is to fulfil customer's needs through the most efficient use of resources, including distribution capacity, inventory and labour.

Various aspects of optimizing the supply chain may include

- Communicating with suppliers to eliminate bottlenecks in the supply chain.
- Sourcing strategically to establish balance between the lowest material cost and transportation.
- Implementing JIT (Just-In-Time) techniques to optimize manufacturing flow.
- Maintaining the right mix and location of factories and warehouses to serve customer markets.
- Using location and distribution analysis, vehicle routing analysis, traditional logistics optimization methods to maximize the efficiency of the distribution.

The five basic components of SCM are the following:

- *Plan*. Logistics Companies must create a strategy for managing their resources in order to meet customer demand for their product or service. SCM planning includes developing a set of metrics to monitor the supply chain so that a) it is efficient, cost-effective; b) it delivers high quality and value to customers.

- *Source*. Logistics companies must choose suppliers to deliver the goods and services they need for creating their product. Therefore, supply chain managers must a) develop a set of pricing, delivery and payment processes with their suppliers; b) create metrics for monitoring and improving these relationships.

- *Make*. Supply chain managers must schedule the activities that are necessary for manufacturing, testing, packaging and preparation for delivery.

- *Deliver*. Logistics companies have to develop a network of warehouses, select carriers that will get products to customers and establish an invoicing system for receiving payments.

- *Return*. Supply chain planners have to create a responsive and flexible network for receiving defective or surplus (excess) products back from their customers. They must provide support to those customers who have problems with delivered products. Supply chain managers make decisions at different levels.

- *Strategic level*. At this level, managers develop strategic decisions that affect the long-term performance of the company, such as the size and location of manufacturing sites, partnerships with suppliers, products to be manufactured and sales markets.

- *Tactical level*. Tactical decisions focus on taking measures that will produce cost benefits, such as using industry best practices, developing a purchasing strategy with preferred suppliers, working with logistics companies to develop cost-effective transportation and creating warehouse strategies to reduce the cost of storing inventory.

- *Operational level*. Decisions at this level are made each day. Such decisions are often administrative in nature. Operational decisions involve making schedule changes to production, purchasing agreements with suppliers, taking orders from customers and moving products in the warehouse.

Active Vocabulary

supply chain management – управління ланцюгами поставок,

optimizing – покращення,

eliminate – усувати,

bottleneck – проблеми, труднощі,

manufacturing flow – виробничий потік,

set of metrics – набір показників,

invoicing system – система виставлення рахунків,

surplus product – надмірна продукція,

industry best practices – найкращі галузеві практики.

Самостійна робота № 30

Theme “What is Supply Chain Management?”

Task to do lexical exercises to the text “What is Supply Chain Management?”.

Exercise 1. Review questions.

1. When was the term Supply Chain Management introduced?
2. What is the primary objective of supply chain management?
3. What do various aspects of optimizing the supply chain include?
4. What are the basic components of SCM?
5. What decisions are made at the strategic level?
6. What decisions are made by top managers?
7. What decisions are made at the operational level?

Exercise 2. Decide whether the following statements are true or false.

1. Various aspects of optimizing the supply chain may include sourcing strategically to strike a balance between the lowest material cost and transportation and implementing JIT techniques to optimize manufacturing flow.
2. Logistics companies need a strategy for managing all the resources that is aimed at meeting customer demand for their product or service.
3. Logistics companies must choose suppliers to deliver the goods and services they need to create their product.
4. Supply chain managers schedule the activities necessary for production, testing, packaging and preparation for delivery.
5. Logistics companies develop a network of warehouses, select carriers to get products to customers and establish an invoicing system to receive payments.
6. At the tactical level, company management develop high level strategic decisions concerning the whole organization.
7. Strategic decisions focus on adopting measures that will produce cost benefits.
8. Operational decisions are made each day, and they are often administrative in nature.
9. Operational decisions involve making schedule changes to production, purchasing agreements with suppliers, etc.

Самостійна робота № 31

Global Supply Chain Management

Theme “Global Supply Chain Management”

Task to read, translate the text, to learn active vocabulary.

With increased globalization, global supply chain management is becoming an important issue for many businesses. The main factors influencing global supply chain management are the following: a) reducing the costs of procurement; b) decreasing the risks related to purchasing activities.

It should be noted that global supply chain management involves a company's worldwide interests and suppliers rather than simply a local or national orientation. Thus, it comes with a number of new issues. For example, companies have to consider the overall costs. Although local labour costs may be significantly lower, companies must also focus on the costs of space, tariffs, and other expenses that are related to doing business overseas. Additionally, companies need to consider the exchange rates. Time is another big issue that should be addressed when dealing with global supply chain management. The productivity of the overseas employees and the extended shipping times can either positively or negatively affect business.

Besides, the weather conditions vary greatly in different parts of the globe; they can impact production and shipping too. Customs clearance time and other governmental red tape can add further delays that need to be planned.

Another issue that must be integrated into a global supply chain management strategy is supplier selection. This is one of the first decisions companies must make; such decisions must be based on research. Companies should make decisions about the number of suppliers. Fewer supplies may be easier to manage, but it could also lead to potential problems if one seller is unable to deliver goods as expected. Finally, companies, which choose to move their manufacturing overseas, may face some additional considerations: the number of plants that are needed, the locations for those plants, etc.

Active Vocabulary

procurement – закупівля,

overall costs – загальні витрати,

focus – зосередитися,

governmental red tape – державний бюрократизм,

supplier – постачальник.

Самостійна робота № 32

Theme “Global Supply Chain Management”

Task to do lexical exercises to the text “Global Supply Chain Management”.

Exercise 1. Review questions.

1. Why is global supply chain management becoming an important issue for many businesses?
2. What are the main factors that influence global supply chain management?
3. What does global supply chain management involve?
4. What issues must global supply chain management consider?
5. How can the productivity of the overseas employees affect business?
6. Why should logistics companies consider the exchange rates?
7. Why should important decisions be based on research?
8. What problems may companies, which choose to move their manufacturing facilities overseas, face?

Exercise 2. Decide whether the following statements are true or false.

1. The main factors influencing global supply chain management reducing the costs of procurement and decreasing the risks related to purchasing activities.
2. Because global supply chain management usually involves many countries, it comes with a number of new issues.
3. Time is another big issue that should be addressed when dealing with global supply chain management.
4. The productivity of the overseas employees usually does not affect business.
5. Customs clearance time can add further delays that need to be planned.
6. Supplier selection is not important for global supply chain management.
7. Logistics companies must make decisions about the number of suppliers.
8. Fewer supplies may be easier to manage, but could also lead to potential problems.
9. Companies that choose to move their manufacturing overseas also face some additional considerations, for example, the number of plants that are needed.
10. The weather conditions can impact both production and shipping.

Самостійна робота № 33

Theme “Global Supply Chain Management”

Task to do lexical exercises to the text “Global Supply Chain Management”.

Exercise 1 Translate the following word combinations.

To fulfil customer demands, to match demand with supply, to eliminate bottlenecks, to optimize manufacturing flow, to maximize efficiency, to monitor the supply chain, to deliver the goods and services, to receive payments, to make decisions, to take orders from customers.

Exercise 2 For nouns in column B find suitable attributes in column A

A	B
1. increased	a) plant
2. additional	b) efficiency
3. customs	c) activities
4. exchange	d) decisions
5. tactical	e) rate
6. purchasing	f) clearance
7. high	g) considerations
8. big	h) globalization

Exercise 3 Make up sentences with the word combinations from Exercise 1.

Exercise 4 Complete the passage below with the words from the box below.

<i>distribution</i>	<i>orders</i>	<i>information</i>	<i>flows</i>
<i>consumer</i>	<i>goods</i>	<i>schedules</i>	<i>organizations</i>

Supply chain management is the management of materials, information, and finances as they move in a process from supplier to a) _____. Supply chain management involves coordinating and integrating these b) _____. SCM attempts to centrally control or link the production, shipment and c) _____ of a product. SCM is based on the idea that nearly every product that comes to market results from the efforts of various d) _____ called the supply chain. Supply chain management flows can be divided into three main flows: the product flow, the e) _____ flow and the finances flow. The product flow includes the movement of f) _____ from a supplier to a customer, as well as any customer returns or service needs. The information flow involves transmitting g) _____ and updating the status of delivery. The financial flow consists of credit terms, payment h) _____, and consignment and title ownership arrangements.

Exercise 5 Complete the passage below with the words from the box below.

<i>red tape</i>	<i>overseas</i>	<i>shipping</i>	<i>decisions</i>
<i>issue</i>	<i>supply</i>	<i>supplier</i>	<i>employees</i>

Global 1) _____ chain management usually involves many countries. Time is an important 2) _____ that should be addressed when dealing with global supply chain management. The productivity of the overseas 3) _____ and the extended shipping times can also affect business. The weather conditions on one side of the

world often vary greatly from those on the other; they influence production and 4) _____. Also, customs clearance time and other governmental 5) _____ can add further delays that need to be planned. Another issue that must be incorporated into a global supply chain management strategy is 6) _____ selection. Companies must make 7) _____ about the number of suppliers to use. Finally, companies that choose to ship their manufacturing 8) _____ may have to face some additional considerations, for instance, the number of plants that are needed.

Самостійна робота № 34

Theme “Global Supply Chain Management”

Task to do lexical exercises to the text “Global Supply Chain Management”.

Exercise 1 Complete the passage below with the following prepositions: from, between, of, through, with (2), for (2).

The primary objective 1) _____ supply chain management is to fulfil customer demands 2) _____ the most efficient use of resources, including distribution capacity, inventory and labor. In theory, a supply chain seeks to match demand 3) _____ supply. Various aspects of optimizing the supply chain include liaising 4) _____ suppliers to eliminate bottlenecks; sourcing strategically to strike a balance 5) _____ lowest material cost and transportation, etc. Companies need a strategy 6) _____ managing all the resources that go toward meeting customer demand for their product or service. Supply chain managers schedule the activities necessary for production, testing, packaging and preparation 7) _____ delivery. Supply chain planners have to create a responsive and flexible network for receiving defective and excess products back 8) _____ their customers and supporting customers who have problems with delivered products.

Exercise 2 Match the following terms with their definitions

Tactical decisions	the management of materials, information, and finances as they move in a process from supplier to consumer
Supply chain management	the decisions that involve making schedule changes to production, purchasing agreements with suppliers, etc.
Operational decisions	the decisions that influence the future of the company
Strategic decisions	the decisions that focus on adopting measures that will produce cost benefits
Top (or executive) managers	managers that are responsible to manage the day-to-day activities of a group of workers
Middle managers	managers that are responsible for overseeing the whole organization and typically engage in more strategic and conceptual matters
First-line managers	managers that are in charge of a major function or department

Exercise 3 Fill in the gaps with the verbs in the appropriate form.

manufacture	cover	create	achieve	invest
divide	into	pay	begin	run

In an organization, if a product is 1) _____ using raw materials from various suppliers and if these products are sold to customers, a supply chain is created. Supply chain management flows can be 2) _____ three main flows: the product flow, the information flow, the finances flow. Supply chain management is the active management of supply chain activities to 3) _____ customer value and 4) _____ a sustainable competitive advantage. It represents a conscious effort by the supply chain firms to develop and 5) _____ supply chains in the most

effective way. Supply chain activities 6) _____ everything from product development, sourcing, production and the information systems needed to coordinate these activities. In order to maximize benefits from the supply chain management process, organizations need to 7) _____ in technology. Supply chain management activities 8) _____ with a customer order and ends when the purchase is 9) _____ for.

Exercise 4 Write a short summary of Text in Exercise 3 in Ukrainian.

Exercise 5 State whether the “-ing” form in each sentence is Participle I or the Gerund. Translate the sentences.

1. Like in traditional supply chain management, there are many factors influencing global supply chain management.

2. Time is another big issue that should be addressed when dealing with global supply chain management.

3. The productivity of the overseas employees and the extended shipping times are the main factors affecting business.

4. Various aspects of optimizing the supply chain may include communicating with suppliers to eliminate bottlenecks in the supply chain.

5. SCM planning includes developing a set of metrics to monitor the supply chain so that it is efficient, cost-effective and it delivers high quality and value to customers.

6. Choosing suppliers companies must consider a few important factors.

7. Supply chain managers must create metrics for monitoring and improving these relationships.

8. Logistics companies have to develop a network of warehouses and establish an invoicing system for receiving payments.

9. Supply chain planners have to create a responsive and flexible network for receiving defective or surplus products back from their customers.

10. Developing high level strategic decisions company management work in the frame of an overall action plan.

11. Tactical decisions focus on using industry best practices, developing a purchasing strategy with preferred suppliers, working with logistics companies to develop cost-effective transportation and creating warehouse strategies to reduce the cost of storing inventory.

12. Operational decisions involve taking orders from customers and moving products in the warehouse.

13. The manager has spent the whole morning preparing the required documentation.

14. A professional working in the field of logistics management is called a logistician.

Самостійна робота № 35

Logistics and Supply Chain Managers

Theme “Logistics and Supply Chain Managers”

Task to read, translate the text, to learn active vocabulary.

Logistics (distribution) and supply chain managers organize the safe and efficient storage and distribution of goods (merchandise). They have to ensure that orders are fulfilled correctly. They plan and manage the movement of goods in the supply chain; their job is to ensure that the right products are delivered to the right place on time and in the most cost-efficient way. Logistics and supply chain managers deal with many parties including suppliers of raw materials, manufacturers, retailers and consumers.

Typical employers of logistics and supply chain managers are distribution companies, consultancies, manufacturers, major commercial organizations, retailers, etc. There could be a very significant international focus within the job, where knowledge of international commerce, finance and import/export laws are essential and fluency in a foreign language is recommended. International logistics managers must have an extensive knowledge of different modes of transportation, since they manage the performance of international carriers and logistics intermediaries.

Typical work activities of a logistics manager may include:

- Directing inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, etc.
- Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods.
- Resolving problems concerning transportation, logistics systems, imports or exports, customer issues.
- Keeping an accurate record of all orders, production times, and transportation of supplies and manufactured items.
- Collaborating with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.
- Supervising the work of logistics specialists, planners, or schedulers.
- Allocating and managing staff resources according to changing needs.
- Ordering and maintaining stock inventory necessary for production.
- Dealing with customers and suppliers, and negotiating transportation rates or services.
- Developing business by gaining new contracts, analyzing problems and producing new solutions.

Active Vocabulary

fluency – вільне володіння,

collaborating – співпраця.

Самостійна робота № 36

Theme “Logistics and Supply Chain Managers”

Task to do lexical exercises to the text “Logistics and Supply Chain Managers”.

Exercise 1. Review questions.

1. What do logistics and supply chain managers organize?
2. What do they plan and manage?
3. What parties do they deal with?
4. What are typical employers of logistics and supply chain managers?
5. What skills must international logistics managers have?
6. What do international logistics managers control?
7. What are typical work activities of a logistics manager?

Exercise 2. Decide whether the following statements are true or false.

1. Logistics (distribution) and supply chain managers the safe and efficient storage and distribution of goods.
2. Logistics and supply chain managers deal with many parties including suppliers of raw materials, manufacturers, retailers and consumers.
3. Typical employers of logistics and supply chain managers are universities and schools.
4. There could be a very significant international focus within the job, where fluency in a foreign language is recommended.
5. Logistics and supply chain managers mainly deal with retailers only.
6. International logistics managers usually do not an extensive knowledge of different modes of transportation.
7. For logistics managers, it is important to ensure that the right products are delivered to the right place on time and in the most cost-efficient way.
8. A distribution manager is often also called a sales manager.
9. Typical work activities of a logistics manager include monitoring the efficiency of the movement and storage of goods.
10. Logistics managers must also supervise the work of other logistics specialists.

Самостійна робота № 37

Job Description: Retail Supply Chain Manager

Theme “Job Description: Retail Supply Chain Manager”.

Task to read, translate the text, to learn active vocabulary.

The retail supply chain involves the transfer of goods and materials from manufacturers and suppliers to retail outlets. Retail supply chain managers are responsible for planning and organising the entire process. They have to work in close collaboration with other professionals – purchasing officers, warehouse staff and transport clerks – to ensure that a) goods arrive at the depot as scheduled; b) goods are in good condition; c) goods are stored correctly; d) goods are dispatched to customers on time.

The main responsibilities of a retail supply chain manager include:

- Planning delivery timetables.
- Monitoring stock levels using computer databases and auditing inventory.
- Tracking the movement of goods through depots.
- Supervising the ordering and packaging process.
- Supervising the receipt, storage or dispatch of goods.
- Processing returned goods.
- Monitoring suppliers and establishing new suppliers.
- Negotiating and managing contracts.

- Providing customer service.

Hours and Environment

Usually, retail supply chain managers work 8 am to 6 pm, Monday to Friday. However, they may also be required to work evenings and weekends on a schedule basis. They may also be expected to be on-call to deal with emergencies. Distribution is a 24/7 business, and many firms now run 24-hour operations involving shift work. They are typically office based, commonly in a distribution warehouse or depot.

Skills and Interests

Retail supply chain managers need a variety of skills:

- Good planning skills.
- Good spoken and written communication skills.
- Good problem-solving skills.
- Excellent maths skills.
- Strong organizational skills.
- Good people skills.
- Good teamwork skills.
- Excellent computer skills: confidence in using such computer packages as spreadsheets and databases.

- Good geographical knowledge.
- Good language skills.

Active Vocabulary

retail supply chain – роздрібний ланцюжок поставок,

retail outlet – роздрібна торгівельна точка,

purchasing officer – менеджер із закупівель,

the depot – депо,

dispatch – відправляти,

hours – тривалість робочого дня,

to be on-call – бути на зв'язку,

shift work – робота по змінах,

spreadsheet – електронна таблиця.

Самостійна робота № 38

Theme “Job Description: Retail Supply Chain Manager”

Task to do lexical exercises to the text “Job Description: Retail Supply Chain Manager”.

Exercise 1. Review questions.

1. What does the retail supply chain involve?
2. What are retail supply chain managers responsible for?
3. Why do they work in close collaboration with other professionals?
4. What do the main responsibilities of a supply chain manager include?
5. Do retail supply chain managers work from 7 am to 5 pm?
6. Where do they usually work?
7. What skills must supply chain managers possess?

Exercise 2. Decide whether the following statements are true or false.

1. The main responsibilities of a supply chain manager include planning delivery timetables and monitoring stock levels.
2. Supervising the receipt, storage or dispatch of goods is a very important duty of every supply chain manager.
3. A retail supply chain manager should find ways to improve the entire supply chain.
4. A supply chain manager must work closely with purchasing officers, warehouse staff and transport clerks.
5. A retail supply chain manager works from Monday to Wednesday.
6. Distribution is a 24/7 business, and many firms now run 24-hour operations involving shift work.
7. A retail supply chain manager is usually office based.
8. A retail supply chain manager may be required to work evenings and weekends on a schedule basis.
9. A supply chain manager may also be expected to be on-call to deal with emergencies.
10. For supply chain work good planning skills are necessary.
11. Logistics managers must speak at least one foreign language.

Самостійна робота № 39

Theme “Job Description: Retail Supply Chain Manager”

Task to do lexical exercises to the text “Job Description: Retail Supply Chain Manager”.

Exercise 1

a) Translate the following verbs.

To monitor, to deal with, to coordinate, to analyze, to allocate, to develop, to plan, to improve, to use, to manage, to require, to work.

b) Use these verbs to make up meaningful expressions.

1. _____ the quality and quantity of goods.
2. _____ the order cycle and associated information systems.
3. _____ data to monitor performance and plan improvements and demand.
4. _____ staff resources according to changing needs.
5. _____ customers and suppliers.
6. _____ business by gaining new contracts.
7. _____ warehouse or transport staff.
8. _____ delivery timetables.
9. _____ computer databases.
10. _____ shifts.
11. _____ the supply network.
12. _____ additional skills.

Exercise 2 For nouns in column B find suitable attributes in column A.

A	B
1. planning	a) process
2. schedule	b) staff
3. computer	c) opportunities
4. packaging	d) knowledge
5. administrative	e) officers
6. purchasing	f) databases
7. job	g) manager
8. geographical	h) skills
9. stock	
10. distribution	i) basis j) control

Exercise 3 Fill in the gaps using suitable words from the box below.

<i>depots</i>	<i>schedule</i>	<i>network</i>
<i>companies</i>	<i>transport</i>	<i>staff</i>

As a supply chain manager works in the supply chain for a variety of organisations; he/she can specialise in shipping goods on behalf of other 1) _____. His/her main responsibilities will embrace tracking the movement of goods through 2) _____, overseeing the ordering

and packaging process ready for dispatch and the arrival of shipments. A supply chain manager is expected to monitor performance and make sure targets are met, and look at ways to improve the supply 3) _____. He/she is also responsible for managing clerical, administrative and warehouse distribution 4) _____. He/she works closely with purchasing officers, warehouse staff and 5) _____ clerks to make sure goods and materials arrive at the depot as scheduled. A supply chain manager may be required to work evenings and weekends on a 6) _____ basis.

Exercise 4 Complete the passage below with the words from the box below.

<i>safety</i>	<i>profession</i>	<i>goods</i>	<i>overtime</i>
<i>managers</i>	<i>skills</i>	<i>duties</i>	<i>office</i>

Warehouse Logistics Manager

A warehouse manager has many 1) _____. He/she is responsible for the following operations:

- Processing orders
- Organizing the dispatch and delivery of 2) _____
- Ensuring goods are stored safely
- Keeping staff fully trained
- Maintaining health and 3) _____ standards
- Keeping accurate records
- Managing timesheets, etc.

Warehouses are often open 24 hours a day, seven days a week so shift work is very common in this 4) _____ and managers may work some weekends and evenings. Hours are usually 37 hours per week but there's often the opportunity for 5) _____.

Managers will spend some of their time in the 6) _____ and some of their time out on the shop floor overseeing staff. They must be in touch with other 7) _____ in the production chain to ensure the management of goods is well coordinated. They manage a team of people, so good communication and leadership 8) _____ are necessary for this job.

Exercise 5 Fill in the gaps in the text below. Use the word combinations from the box

<i>geographical areas</i>	<i>shipping lines</i>	<i>handling costs</i>
<i>freight forwarding</i>	<i>by air</i>	<i>transportation of goods</i>
<i>appropriate route</i>	<i>payment of freight</i>	

Freight Forwarder

A freight forwarder is an intermediary who acts on behalf of importers, exporters or other companies or persons, organizing the safe, efficient and cost-effective 1) _____. Taking into account the type of goods and the customers' delivery requirements, freight forwarders arrange the best means of transport, using the services

of 2) _____, airlines and road and rail freight operators. In some cases, the 3) _____ company itself provides the service. Companies vary in size and type, from those operating on a national and international basis to smaller, more specialized firms, who deal with particular types of goods or operate within particular 4) _____. Typical work activities of a freight forwarder include:

- investigating and planning the most 5) _____ for a shipment;
- arranging appropriate packing, taking account of climate, weight, nature of goods and cost, and the delivery and warehousing of goods at their final destination;
- negotiating contracts, transportation and 6) _____;
- preparing documentation to meet customs and insurance requirements, packing specifications, and compliance with overseas countries' regulations;
- offering consolidation services 7) _____, sea and road;
- liaising with third parties to move goods;
- arranging insurance and assisting the client in the event of a claim;
- offering tailored IT solutions and electronic data interchange (EDI) connections;
- arranging 8) _____ and other charges or collection of payment on behalf of the client;
- utilizing e-commerce, internet technology and satellite systems to enable real-time tracking of goods, etc.

Самостійна робота № 40

Theme “What Does a Logistician Do?”

Task to do lexical exercises to the text, do grammar exercises.

Exercise 1 a) Read the text below. Write a short summary of the text in Ukrainian.

What Does a Logistician Do?

Logisticians work in nearly every industry. Most logisticians work for either large shipping firms or international distribution companies. They are responsible for organizing, scheduling, and managing the distribution of materials. This career experienced a rapid growth in the mid-1980s as manufacturing firms shifted to just in time delivery. As a result of this change, it was necessary to schedule and manage the movement of large volumes of materials all over the world. This career has continued to grow, with the enhancement of computer technology that allows more firms to take advantage of this cost-reduction measure. Managing the supply chain is the top priority for a logistician. The supply chain refers to every step in the process from the procurement of materials to the production and shipment of those materials to different locations. The timing, costs, and efficiency of this process is the responsibility of the logistician. Making transportation arrangements involves coordinating the efforts of the shipper from the supply firm, the selection and scheduling of the transportation company, and the completion of the customs documentation, if required. It is important to note that these shipments are typically very large and may require specialized containers, unique transportation solutions or include hazardous materials.

b) Ask ten questions to the text.

Exercise 2. Read and translate the texts below.

1. My name is Walter Grey. I come from Rotterdam. I work for a big international logistics company – Maersk. I am a logistics specialist. Over 80 percent of the world's goods are transported by sea, and Maersk is one of the largest players in the container shipping market. I run the Transportation Department. I am a transportation manager; seven people work under me. Our Department deals with providing various transportation services. I perform the activities related to dispatching, routing, and tracking transportation vehicles. I am responsible for preparing transportation schedules and shipping goods.

2. I'm Samantha Rose. I am from Dublin. I work for an international logistics company. I'm a warehouse assistant. The position location is Dunga oilfield, Mangistau region. I must provide assistance with the everyday operations of a warehouse. I am responsible for loading and unloading products at the storage area. I also control consumption of materials and spare parts and provide support to the warehouse supervisors in arrangement of logistics related activities in the field. Every day I perform various activities to ensure that the warehouse runs efficiently. My job involves working with a computer. My job requires using bar code scanners and keeping inventory reports up-to-date.

Exercise 3 Discuss the following questions with your classmates. Use information from Exercise 2.

What is your job? /What do you do?

What does your work involve?

What are your main duties?

What are you responsible for?

What kind of job do you find interesting?

What is your dream job?

What does your ideal work environment look like?

Exercise 4

a) Read the job advertisement below.

- *Job Title: Supply Chain & Materials Manager*
- *Job Type: Permanent*
- *Job Requirements:*

1) You should have a minimum of 10 years' experience in SCM/Materials Management within a relevant product manufacturing environment, at least 4 years of which will be in a management role.

2) Your experience should include a strong mix of Inventory Management, Supply Chain Management, Sourcing and Production Planning in a management role.

3) You will also have experience with international manufacturing

- *Main responsibilities:*

- provide continuous improvement, optimising inventories at reduced cost whilst meeting customer expectations of quality and on-time delivery;

- manage diverse teams covering Sourcing, Purchasing, Inventory Control and Production Planning;

- provide motivational management; coaching training and developing the team to deliver improved performance;

- maximize quality and customer service;

- negotiate changes to or new agreements where appropriate;

- oversee and optimize material flow to/between manufacturing sites and warehouse;

- optimize freight cost efficiency and service levels;

- minimize production waste and lost time.

b) Answer the following questions.

1. Are you the best person for this job? Why?

2. What interests you about this job?

3. Do you think you will get bored of this job easily?

4. Is the job challenging enough to keep you stimulated?

5. How would you define "success" for this position?

6. What are the pros and cons of being a manager?

7. How long do you expect to work for this company?

8. What training and development opportunities will be available?

9. What are your salary requirements?

10. What are you looking for in terms of career development?

Exercise 5. Complete the sentences using Modal Verbs and their equivalents.

1. I _____ speak three languages.

2. Customers _____ be given more information about our services.

3. Logisticians _____ work hard to maximize efficiency of the supply chain.

4. Soon our customers _____ to employ such services as online cargo tracking and tracing.

5. Logistics companies _____ offer various services at a competitive price.

6. Next week we _____ to use this laboratory for testing the product.

7. If you want to be hale and hearty, you _____ give up smoking.

8. Logisticians _____ provide consolidation of goods prior to shipping, so eliminating costly part shipments.

9. _____ I ask you a question?

10. Tomorrow our supervisor _____ make a presentation at the seminar.

11. Something was wrong with my mobile phone, I _____ not hear anything.

12. A supply chain manager _____ be required to work evenings and weekends on a schedule basis.

13. In the past, raw material and finished products also _____ to be moved, though on a small scale.

Самостійна робота № 41

Modes of Transportation in Logistics

Theme “Modes of Transportation in Logistics”.

Task to read, translate the text, to learn active vocabulary.

Logistics refers to the transportation of merchandise – raw materials or finished products – from the point of production to the point of final consumption. Different modes of transportation – road, rail, water and air – can be used for the effective management of merchandise. Every mode of transportation requires a different set of infrastructure, type of vehicles, technological solutions and regulations. All modes of transportation have different costs, service and transit times.

There are the following types of cargo (freight): a) general cargo (goods packed in boxes); b) bulk cargo (large quantities of cargo, e.g. sand); c) bulky cargo (large individual items, e.g. cars). A consigner (someone who ships goods) chooses how to send the consignment (these goods) to the consignee (someone who receives these goods) by water, road, railway, air.

1) Road

Road transportation is one of the most basic and historical means of transportation. Road transport is the principal means of transport in the European Union for both passengers and goods. Today, the European Union has almost one vehicle for every two residents, and road freight traffic represents more than two thirds of the total tonnage. There are many different types of vehicles, although trucks are typically used for carrying or delivering freight. Road transportation offers a relatively lower cost compared to other logistic forms and has a widely recognizable and flexible route. However, transportation by road takes a relatively longer period of time than other means of transportation. Besides, it offers a limited capacity. Road transport is most often used for comparatively inexpensive, non-perishable items or for shorter distances.

2) Rail

Rail transport is a means of conveyance of passengers and goods by way of wheeled vehicles running on rails. It is also commonly referred to as train transport. Rail transport uses freight trains for the delivery of merchandise. Freight trains are usually powered by diesel, electricity and steam.

A freight train hauls cargo using freight cars specialized for the type of goods. Freight trains are very efficient, with economy of scale and high energy efficiency. However, their use can be reduced by lack of flexibility, if there is need of trans-shipment at both ends of the trip due to lack of tracks to the points of pick-up and delivery. Container trains have become the dominant type in the US for non-bulk haulage. Containers can easily be trans-shipped to other modes, such as ships and trucks, using cranes.

Passenger trains are part of public transport; they can perform a variety of functions including long distance intercity travel and local urban transit services.

Active Vocabulary

raw materials – сировина,
finished products – готові вироби,
general cargo – вантаж загального призначення,
bulk cargo – великогабаритний вантаж,
consigner – відправник,
consignee – одержувач вантажу,
non-perishable items – товар, який не псується,
conveyance – транспортування.

Самостійна робота № 42

Theme “Modes of Transportation in Logistics”.

Task to do lexical exercises to the text “Modes of Transportation in Logistics”.

Exercise 1. Review questions.

1. What modes of transportation can be used for the effective management of merchandise?
 2. What does every mode of transportation require?
 3. What types of cargo do you know?
 4. What is one of the most basic and historical means of transportation from one place to another?
 5. What are the main advantages of road transportation?
 6. What vehicles are normally used for carrying or delivering freight?
 7. What capacity does road transport offer?
 8. What is road transport most often used for?
 9. What does rail transport use for the delivery of merchandise?
 10. What trains have become the dominant types in the US for non-bulk haulage?
- Why?

11. What functions can passenger trains perform?

Exercise 2. Decide whether the following statements are true or false

1. There are four types of cargo (freight).
2. Goods packed in boxes are called bulky cargo.
3. Large quantities of cargo are called general cargo.
4. Large individual items are called bulk cargo.
5. A consigner chooses how to send the goods to the consignee.
6. The consignee can receive the goods either by air or by railway.
7. Different modes of transportation like road, rail, water and air can be used for the effective management of merchandise.
8. All modes of transportation require the same set of infrastructure, type of vehicles, technological solutions and regulations.
9. All modes of transportation have similar costs, service and transit times.
10. Rail transportation is one of the most basic and historical means of transportation from one place to another.
11. Vans are typically used for carrying or delivering freight.
12. Road transportation offers a relatively higher cost than other logistic forms.
13. Transportation by road takes a relatively shorter period of time than other possible means of transportation.
14. Road transport offers an unlimited capacity.
15. Rail transport is most often used for relatively inexpensive, non-perishable items or for shorter distances.
16. Freight trains are usually powered by steam.

17. A freight train hauls cargo using freight cars specialized for the type of goods.
18. Freight trains are very inefficient.
19. Containers can easily be trans-shipped to other modes, such as ships and trucks.
20. Passenger trains can perform a variety of functions including long distance intercity travel and local urban transit services.

Самостійна робота № 43

Modes of Transportation in Logistics: Continued

Theme “Modes of Transportation in Logistics: Continued”.

Task to read, translate the text, to learn active vocabulary.

3) Water (maritime transportation)

Sea transport has been the largest carrier of freight throughout recorded history. Main maritime routes include oceans, coasts, seas, lakes, rivers and channels. Water transport uses ships and large commercial vessels that carry billions of tons of cargo every year. Sea, lake or river transport is particularly effective for significantly large quantities of goods that are non-perishable in nature and for cities or states that have water access. Moreover, transport via water is considerably less expensive than other logistics methods, which makes it one of the most widely used choices of transport for merchandise.

4) Air transportation

An airline is a company that provides air transport services for travelling passengers and freight. Airlines vary from those with a single aircraft carrying mail or cargo, to full-service international airlines operating hundreds of aircraft. Airline services can be categorized as being intercontinental, intra-continental, domestic, regional, or international, and may be operated as scheduled services or charters. Air routes are practically unlimited. Merchandise is carried in cargo compartments on passenger airplanes, or by means of aircraft designed to carry freight.

Although air transport is more expensive than all other means of transportation, it is definitely most time-efficient. Perishable merchandise like fruits and vegetables are generally sent by air. More recently, air transportation has been accommodating growing quantities of high value freight and is playing a growing role in global (international) logistics.

5) Pipelines

Pipeline transport is the transportation of goods (liquids, gases, chemically stable substances) through a pipe. Pipeline routes are also practically unlimited as they can be laid on land or under water. The longest gas pipeline links Alberta to Sarnia (Canada); it is 2,911 km in length. The longest oil pipeline is the Trans-Siberian, extending over 9,344 km from the arctic oilfields. Pipeline construction costs differ according to the diameter, and increase proportionally with the distance and with the viscosity of fluids. Pipeline terminals are very important, since they correspond to refineries and harbours.

6) Intermodal and multimodal transportation

Intermodal transportation concerns a variety of modes used in combination so that the respective advantages of each mode are better exploited. It involves the movements of passengers or freight from one mode of transport to another.

Multimodal transportation (also known as combined transport) is the transportation of goods under a single contract, but performed with at least two different means of transport; the carrier is liable for the entire carriage, even though it is performed by several different modes of transport (by rail, sea and road, for example). The carrier does not have to possess all the means of transport; the carriage is often performed by sub-carriers (actual carriers). The carrier responsible for the entire carriage is referred to as a multimodal transport operator, or МТО.

Active Vocabulary

perishable merchandise – товар, що швидко псуються,
pipelines – трубопроводи,
intermodal transportation – інтермодальні перевезення,
multimodal transportation – мультимодальні перевезення,
sub-carriers – субпідрядний (фактичний) перевізник,
multimodal transport operator – оператор змішаних перевезень.

Самостійна робота № 44

Theme “Modes of Transportation in Logistics: Continued”.

Task to do lexical exercises to the text “Modes of Transportation in Logistics: Continued”.

Exercise 1. Review questions.

1. What are main maritime routes composed of?
2. What do ships and large commercial vessels carry?
3. What is sea transport mainly effective for?
4. Is transport via water considerably less expensive than other logistics methods?
5. Are air routes practically unlimited?
6. Is air transport more expensive than all other means of transportation?
7. How can airline services be categorized?
8. Are perishable merchandise sent by water?
9. What does pipeline transportation involve?
10. What is the longest gas pipeline?
11. What does intermodal transportation concern and what does it involve?
12. What does multimodal transportation involve?
13. What does MTO stand for?

Exercise 2. Decide whether the following statements are true or false.

1. Main maritime routes are composed of oceans, coasts, seas, lakes, rivers and channels.
2. Water transport uses ships and large commercial vessels that carry billions of tons of cargo every year.
3. Sea, lake or river transport is particularly effective for small quantities of goods.
4. Transport via water is considerably more expensive than other logistics methods.
5. Air routes are limited.
6. Air transport is indisputably most time-efficient.
7. Perishable merchandise like fruits and vegetables are mostly sent by road.
8. More recently, air transportation has been accommodating growing quantities of high value freight.
9. An airline is a company that provides air transport services for traveling passengers and freight.
10. Airlines vary from those with a single aircraft carrying mail or cargo, to full-service international airlines operating hundreds of aircraft.
11. Airline services may be operated as scheduled services or charters.
12. Pipeline routes are virtually unlimited.
13. The longest oil pipeline is the Trans-Siberian.
14. Pipeline construction costs increase proportionally with the distance and with the viscosity of fluids.

15. Pipeline terminals are very important since they correspond to refineries and harbours.
16. Intermodal transportation presupposes that the respective advantages of each mode are better exploited.
17. Intermodal transportation is also known as combined transport.
18. Multimodal transportation is performed with one means of transport.
19. In intermodal transportation, the carriage is often performed by sub-carriers.
20. Sub-carriers are also called “actual carriers”.

Самостійна робота № 45

Themes “Modes of Transportation in Logistics”, “Modes of Transportation in Logistics: Continued”.

Task to do lexical exercises to the texts “Modes of Transportation in Logistics”, “Modes of Transportation in Logistics: Continued”.

Exercise 1 a) Translate the following verbs.

To use, to require, to carry, to incur, to send, to concern, to involve, to lay, to exploit, to offer, to provide, to build.

b) Use these verbs to make up meaningful expressions.

1. _____ an additional trans-shipment cost.
2. _____ different modes of transportation.
3. _____ a different set of infrastructure.
4. _____ perishable merchandise by air.
5. _____ pipeline routes.
6. _____ a variety of modes.
7. _____ an unlimited capacity.
8. _____ the movements of passengers or freight from one mode to another.
9. _____ refineries.
10. _____ connections between a set of origins and destinations.
11. _____ the advantages of each mode.
12. _____ air transport services for traveling passengers and freight.

Exercise 2 For nouns in column B find suitable attributes in column A.

A	B
1. perishable	a) distance
2. pipeline	b) route
3. road	c) services
4. short	d) destination
5. bulky	e) transportation
6. commercial	f) merchandise
7. final	g) cargo
8. large	h) terminal
9. maritime	i) quantities
10. airline	j) vessel

Exercise 3 Match the two parts of sentences.

- I.
 1. Main maritime routes are composed of ...
 2. Sea, lake or river transport is particularly effective ...
 3. Merchandise is carried on passenger airplanes and/or ...
 4. Perishable merchandise (fruits/vegetables) are mostly ...
 5. Road transportation offers a lower cost than other ...

6. Rail transport uses freight trains for ...
- II.** II. a) ... via aircraft designed to carry freight.
 b) ... for significantly large quantities of goods that are non-perishable in nature.
 c) ... sent by air.
 d) ... oceans, coasts, seas, lakes, rivers and channels.
 e) ... the delivery of merchandise.
 f) ... logistic forms.

Exercise 4 Fill in the gaps using suitable words from the box below.

<i>trucks</i>	<i>costs</i>	<i>vehicles</i>	<i>distribution</i>	<i>means</i>	<i>forms</i>	<i>freight</i>
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Road transportation has an average operational flexibility as 1) _____ can serve several purposes, but are rarely able to move outside roads. Road transport systems have high maintenance 2) _____ for the vehicles and infrastructures. They are mainly linked to light industries where rapid movements of 3) _____ in small batches are the norm. Yet, with containerization, road transportation has become an important link in freight 4) _____. Road transportation is one of the most basic and historical 5) _____ of transportation from one place to another. There are many different types of automobiles found on roads, although 6) _____ typically are used for carrying or delivering freight. Road transportation offers a relatively lower cost than other logistic 7) _____.

Exercise 5 Complete the passage with the words from the box below.

<i>Infrastructures</i>	<i>facilities</i>	<i>mode</i>	<i>circulation</i>	<i>transportation</i>	<i>systems</i>
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Maritime transportation is the most effective 1) _____ to move large quantities of cargo over long distances. However, due to the location of economic activities maritime 2) _____ takes place on specific parts of the maritime space, particularly over the North Atlantic and the North Pacific. Comprehensive inland waterway 3) _____ include Western Europe, the Volga/Don system, St. Lawrence/Great Lakes system, the Mississippi and its tributaries, the Amazon, the Panama/Paraguay and the interior of China. Maritime transportation has high terminal costs, since port 4) _____ are among the most expensive to build, maintain and improve. High inventory costs also characterize maritime 5) _____. More than any other mode, maritime transportation is linked to heavy industries, such as steel and petrochemical 6) _____.

Самостійна робота № 46

Themes “Modes of Transportation in Logistics”, “Modes of Transportation in Logistics: Continued”.

Task to do lexical exercises to the texts “Modes of Transportation in Logistics”, “Modes of Transportation in Logistics: Continued”, do grammar exercises.

Exercise 1. Fill in the gaps in the text below. Use the words from the box.

<i>functions</i>	<i>transport</i>	<i>check-up</i>	<i>cargo</i>	<i>warehouses</i>	<i>terminals</i>
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Commercial sea ports perform different economic and administrative 1) _____. Sea ports are responsible for loading and unloading operations, servicing of inbound/outbound ships transportation, forwarding and warehousing operations, transshipment of cargo to the marine transport from other modes of 2) _____, etc. To carry out these functions sea ports have water areas, land territories, warehouses and open storage facilities, cargo handling facilities, passenger 3) _____, ways for railway and motor transport, and an adequate personnel. Sea ports are also responsible for providing safe navigation and proper organization of various activities: supervision for observance to shipping regulations, issue and 4) _____ of ship's papers, clearance of vessels inwards and outwards, etc. Port top management includes controlling the following operations: commerce, shipping, planning, labour and wages, mechanization, technology, personnel, accounts, etc. Middle managers control 5) _____ handling complexes and other production units of the port. First-line management is engaged in a direct control of cargo handling operations on the dock and in 6) _____.

Exercise 2. Read and translate the text below.

A train station or railway station (also called a railroad station, rail station, or depot) is a facility, at which passengers can get on and off trains and goods may be loaded or unloaded. Railway stations provide services for passengers and loading facilities for cargo; stations often have locomotive and rolling stock depots that normally have facilities for storing and refuelling locomotives and rolling stock and performing minor repair jobs. Cargo production unit is intended for dealing with cargo operations and comprises loading / unloading tracks, terminals, warehouses, etc. To improve and facilitate charging / discharging operations in sea ports a great deal of train tracks are built and employed. Contemporary merchant sea ports are fully equipped with railway depots and stations, and they may also be called interchange stations where facilities for handling and storing cargoes are installed.

Exercise 3. a) Read and title the text below.

Seaports are important interfaces in the supply chain between sea and land transportation. Seaports are points of convergence of inland and coastal transportation systems. Some seaports are primarily focused on cargo and commercial trade, while

others cater to passenger boats like cruise ships; many seaports provide facilities for a mix of uses. Seaports are responsible for ensuring safe navigation and proper operation within the port including registration of vessels issue and check-up of ship's papers, clearance of vessels, organization of pilotage and towage service, environmental control, etc.

A typical seaport includes equipment and facilities for handling and storing cargo: water areas, land territories, warehouses and open storage facilities, passenger terminals, cranes, approach ways for railway and motor transport. Ship building and repair companies are typically located near ports for the convenience of their clients. Seaport management controls various port operations such as embarking, disembarking and transferring of passengers and crew, loading/unloading and trans-shipment of cargo to and from the vessels, storage and warehousing of merchandise on land and stevedoring to and from vessels, etc.

The main production units of the seaport are cargo handling complexes, where all loading and unloading operations are carried out. The complexes specialize in handling specific types of cargoes: general cargo, timber, coal, containers, etc.). Each cargo handling complex comprises terminals, stevedore gangs, traffic control service, warehouse and open storage personnel. To facilitate and improve seaport management ports are provided with information computing centres that are equipped with up-to-date sophisticated computers. As a result, a lot of problems are solved by computers.

b) Answer the following questions.

1. What functions do seaports perform?
2. What are seaports responsible for?
3. What operations are called intermodal cargo handling operations?
4. What special facilities do sea ports have?
5. What operations does seaport management control?
6. What production units are there in the port?
7. What does the cargo handling complex comprise?
8. What are information computing centres equipped with?

c) Write a short summary of the text in Ukrainian.

Exercise 4. Choose the correct alternative in the following sentences.

1. Nowadays many young people are _____ in business logistics (interesting/interested).
2. Some employers are _____ in encouraging their employees into e-learning (interesting/interested).
3. Ann is very _____ with her progress in studying Logistics, but she is a little _____ about her last exam (pleasing/pleased; worrying/worried).
4. I was _____ that our new video monitoring system didn't work well (disappointing/disappointed).
5. We tried to do our best, but the result was _____ (disappointing/disappointed).

6. We were very _____ to hear that online education on the job is available to all employees of our company (surprising/surprised).
7. Shopping online can become so _____ (exciting/excited)!
8. I tried to concentrate on my task, but the noise became _____ (annoyed/annoying).
9. The quality of these goods is (surprising/surprised).
10. I am so (exciting/excited) about the trip to New-York!

Exercise 5. Put the verbs in brackets in the correct tenses: Present Simple, Present Perfect, or Past Simple.

1. Since the day the Wright Brother invented the first airplane in the world, our lives (to change) so much.
2. As human settlements increased in size, the need for improving the circulation of goods and people (to become) more important.
3. Sea transport (to be) the largest carrier of freight throughout recorded history.
4. Transportation greatly (to improve) during the 20th century.
5. Main maritime routes (to include) oceans, coasts, seas, lakes, rivers and channels.
6. John Loudon McAdam (to design) the first modern highways.
7. The modern history of road transport (to involve) the development of new vehicles such as new models of bicycles, motor cars, motor trucks and electric vehicles.
8. Modern rail transport systems first (to appear) in England in the 1820s.
9. An airline is a company that (to provide) air transport services for traveling passengers and freight.
10. In the 1960s a new innovation – containers – radically (to change) the way cargo was transported. Shippers (to begin) to pack goods of all kinds in standardized steel boxes.
11. Railway stations (to provide) services for passengers and loading facilities for cargo.
12. Once we already (to send) the items, we are unable to change the delivery address.
13. Water (to enable) more efficient travel compared to going over land.

Самостійна робота № 47

International Commercial Terms

Theme “International Commercial Terms”.

Task to read, translate the text, to learn active vocabulary.

The Incoterms (International Commercial Terms) are pre-defined commercial terms published by the International Chamber of Commerce (ICC). Three-letter standard trade terms (e.g. FOB, CFR, CIF) are commonly used in international commercial transactions for the sale of goods.

The Incoterms rules are intended to communicate the respective obligations tasks, costs, and risks that are associated with the transportation and delivery of goods. They define the trade contract liabilities between the buyer and the seller (the supplier and the consumer). Each Incoterm refers to a particular type of agreement for the purchase and shipping of goods internationally. The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide. They are intended to reduce or eliminate uncertainties that arise from different interpretation of the rules in different countries.

The Incoterms also deal with the documentation required for global trade; they specify which parties are responsible for which documents, since requirements vary much between countries.

Two items, however, are standard: the Commercial Invoice and Packing List. Their purpose is to divide transaction costs and responsibilities between buyer and seller.

The Incoterms were first published in 1936; they are reviewed periodically to keep up with changes in the international trade needs. The Incoterms were revised in 1953, 1967, 1976, 1980, 1990, 2000, bringing some changes to a few terms. The latest version of Incoterms, Incoterms® 2010, was launched in September 2010. The Incoterms are most frequently classified by category. The Incoterms beginning with F refer to shipments where the primary cost of shipping is not paid for by the seller. The Incoterms beginning with C deal with shipments where the seller pays for shipping. E-terms occur when a seller's responsibilities are fulfilled when goods are ready to depart from their facilities. D-terms cover shipments where the shipper/seller's responsibility ends when the goods arrive at some specific point.

Active Vocabulary

respective – відповідний,

trade contract liabilities – зобов'язання за торгівельним договором,

practitioner – практик,

uncertainty – незрозуміле питання,

Commercial Invoice – комерційний рахунок-фактура,

Packing List – пакувальний лист.

Самостійна робота № 48

Theme “International Commercial Terms”.

Task to do lexical exercises to the text “International Commercial Terms”.

Exercise 1. Review questions.

1. What does the term “Incoterms” imply?
2. What are the Incoterms commonly used for?
3. What do they define?
4. What does each Incoterm refer to?
5. What is the purpose of the Commercial Invoice and Packing List?
6. What does ICC stand for?
7. How can the Incoterms be categorized?
8. What does the Incoterms beginning with F refer to?
9. What do the Incoterms beginning with C deal with?
10. What do D-terms cover?

Exercise 2. Number the following ideas on the order they appear in the text.

1. The Incoterms were first published in 1936.
2. Each Incoterm refers to a type of agreement for the purchase and shipping of goods internationally.
3. Three-letter standard trade terms are commonly used in international commercial transactions for the sale of goods.
4. The Incoterms are revised periodically to keep up with changes in the international trade needs.
5. The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide.
6. The Incoterms rules are intended to communicate the respective obligations tasks, costs, and risks that are associated with the transportation and delivery of goods.
7. The Incoterms define the trade contract liabilities between the buyer and the seller.
8. The Incoterms are intended to reduce or eliminate uncertainties that arise from different interpretation of the rules in different countries.
9. The Incoterms also deal with the documentation required for global trade.
10. The Incoterms are most frequently classified by category.
11. The Incoterms beginning with F refer to shipments where the primary cost of shipping is not paid for by the seller.
12. Two items are standard: the Commercial Invoice and Packing List.

Самостійна робота № 49

Classification of Incoterms

Theme “Classification of Incoterms”.

Task to read, translate the text, to learn active vocabulary.

1) Group E – Departure

EXW – Ex Works (followed by a named place, for instance, EXW Seattle) places the minimum responsibility on the seller with greater responsibility on the buyer. Ex means “from”; Works means “factory, mill or warehouse”. The buyer is responsible for loading the goods on truck or container at the seller’s premises, and for the subsequent costs and risks.

1) Group F – Main Carriage Unpaid (by the seller)

FCA – Free Carrier (followed by the named place of departure). The seller delivers the goods, which are cleared for export, to the carrier nominated by the buyer at the named place. The buyer’s responsibility for insurance and transportation begins at the same moment.

FAS – Free alongside Ship (followed by a named port of shipment). The seller is responsible for the cost of transporting and delivering goods alongside a vessel in a port in his country. FAS should be used only for ocean shipments, since risk and responsibility shift from the seller to the buyer, when the goods are placed within the reach of the ship’s crane.

FOB – Free on Board (followed by the named port of shipment). The goods are placed on board the ship by the seller at a port of shipment named in the sales agreement. The risk of loss of or damage to the goods is transferred to the buyer, when the goods pass the ship’s rail. The seller pays the cost of loading the goods. The buyer is responsible for the cargo insurance and other costs and risks. The term FOB is used for ocean freight only, but in practice, many importers and exporters still use the term FOB in the air freight.

2) Group C – Main Carriage Paid (by the seller)

CFR – Cost and Freight (followed by the name port of destination). CFR requires the seller to pay the costs and freight necessary to bring the goods to the named destination, but the risk of loss or damage to the goods (as well as any cost increases) are transferred from the seller to the buyer, when the goods pass the ship’s rail in the port of shipment. Insurance is the buyer’s responsibility. The term CFR is used for ocean freight only, but in practice, the term CFR is still commonly used in the air freight.

CIF – Cost, Insurance and Freight (followed by the name port of destination). It is similar to CFR, but instead of the buyer insuring the goods for the maritime period of the voyage, the shipper/seller will insure the merchandise. The seller must pay the costs and freight necessary to bring the goods to the named port of destination, but the risk of loss of or damage to the goods, and additional costs are transferred from the

seller to the buyer. This term can be used only for sea and inland waterway transport. **CPT – Carriage Paid To** (followed by a named place of destination). The seller must pay the freight for the carriage of the merchandise to the named destination. The risk of loss or damage to the goods and any cost increases are transferred from the seller to the buyer, at the point where the goods are taken in charge by a carrier.

CIP – Carriage and Insurance Paid To (followed by a named place of destination). CIP is similar to CPT, but in addition, the seller pays for the insurance against loss or damage. The buyer undertakes the import customs clearance, payment of customs duties and taxes, and other costs and risks. This term is primarily used for multimodal transport.

3) ***Group D – Arrival***

DAF – Delivered at Frontier (followed by a named place). The seller's responsibility (import customs clearance, payment of customs duties and taxes, and other costs and risks) is complete, when the goods have arrived at the frontier. The buyer is responsible for the cost of the goods to clear customs. This term can be used when the goods are transported by rail and road.

DES – Delivered Ex Ship (followed by a named port of destination). The seller's responsibility is to get the goods to the port of destination or to engage the forwarder to move cargo to the port of destination.

DEQ – Delivered Ex Quay /ki/ (followed by a named port of destination). The buyer is responsible for duties and charges and the seller is responsible for delivering the goods to port of destination. The buyer must also arrange for customs clearance. The buyer undertakes the cargo insurance and other costs and risks.

DDP – Delivered Duty Paid (followed by a name of destination). The shipper/seller is responsible for dealing with all the tasks involved in moving goods from the manufacturing plant to the buyer's door. The shipper/seller's responsibility is to insure the goods and cover all costs and risks including the payment of duty and fees. The buyer pays the duty and any additional costs, which are caused by the failure to clear the goods for import in time. DDP terms tend to be used in intermodal or courier-type shipments.

DDU – Delivered Duty Unpaid (followed by a named place of destination). This arrangement is basically the same as with DDP, except for the fact that the buyer is responsible for the duty, fees and taxes. The seller has to bear the costs and risks involved in bringing the merchandise in the country of destination. The buyer pays the duty and any additional costs caused by its failure to clear the goods for import in time. This term may be used irrespective of the mode of transport.

Active Vocabulary

EXW – Ex Works – франко завіз, самовивіз,
premises – приміщення,

FCA – Free Carrier – франкоперевізник,

FAS – Free alongside Ship – “вільно до судна”,

FOB – Free on Board – “вільно на борту”,

cargo insurance – страхування вантажу,
Main Carriage Paid – оплачене основне перевезення,
CFR – Cost and Freight – вартість і фрахт,
CIF – Cost, Insurance and Freight – вартість, страхування і фрахт,
CPT – Carriage Paid To – влатні перевезення,
CIP – Carriage and Insurance Paid To – платні та застраховані перевезення,
DAF – Delivered at Frontier – лоставлено до кордону,
DES – Delivered Ex Ship – доставлено кораблем в зазначений порт,
DEQ – Delivered Ex Quay /ki/ - доставлено до причала в зазначеному порту,
DDP – Delivered Duty Paid – доставлено мито оплачено,
DDU – Delivered Duty Unpaid – достаплено без сплати мита.

Самостійна робота № 50

Theme “Classification of Incoterms”.

Task to do lexical exercises to the text “Classification of Incoterms”.

Exercise 1. Review questions.

1. What groups are the Incoterms divided into?
2. What Incoterms place the minimum responsibility on the seller?
3. What Incoterms can be used for ocean freight?
4. What Incoterms can be used for air freight?
5. What Incoterms can be used in intermodal or courier-type shipments?
6. What Incoterms can be used irrespective of the mode of transport?
7. What Incoterms can be used when the goods are transported by rail and road?
8. What Incoterms can be used only for sea and inland waterway transport?
9. What Incoterms can be used for multimodal transport?

Exercise 2. Decide if the following statements are true or false.

1. The Incoterms are divided into 3 groups.
2. EXW places the maximum responsibility on the seller.
3. Ex means “from”; Works means “factory, mill or warehouse”.
4. FCA means that the seller delivers the goods, which are cleared for export, to the carrier nominated by the buyer at the named place.
5. FAS means that the buyer is responsible for the cost of transporting and delivering goods alongside a vessel in a port in his country.
6. The term FOB is used for air freight only.
7. In practice, many importers and exporters use the term FAS in the ocean freight.
8. The term CFR stands for Cost and Freight.
9. CFR requires the buyer to pay the costs and freight necessary to bring the goods to the named destination.
10. The term CFR is still commonly used in the ocean freight.
11. CIF stands for Cost, Inventory and Freight.
12. CIF is similar to CFR.
13. The term CIF can be used only for sea and inland waterway transport.
14. CIP has the same meaning as CPT, but in addition, the seller pays for the insurance against loss or damage.
15. DAF means that the seller’s responsibility is complete, when the goods have arrived at the frontier.
16. DAF stands for Delivered at Factory.
17. DES means that the seller’s responsibility is to get the goods to the port of destination or to engage the forwarder to move cargo to the port of destination.
18. DEQ means that the buyer must arrange for customs clearance.
19. DEQ also means that the buyer undertakes the cargo insurance and other costs and risks.
20. DDP terms tend to be used in intermodal or courier-type shipments.
21. DDU arrangement is basically the same as with DES.

22. The term DEQ may be used irrespective of the mode of transport.

Самостійна робота № 51

Theme “International Commercial Terms”, “Classification of Incoterms”.

Task to do lexical exercises to the text “International Commercial Terms”, “Classification of Incoterms”

Exercise 1. Translate the following word combinations.

To define the trade contract responsibilities and liabilities, to agree on a commercial term, to be used in international commercial transactions, to be responsible for the freight and cargo insurance, to be used throughout the world, to make international trade easier, to deal with various documentation, to vary much between countries, to keep up with.

Exercise 2. Make up sentences with the word combinations from Exercise 1.

Exercise 3. For nouns in column B find suitable attributes in column A.

A	B
1. courier-type	a) invoice
2. international	b) insurance
3. commercial	c) list
4. packing	d) costs
5. additional	e) freight
6. ocean	f) responsibilities
7. main	g) trade
8. cargo	h) shipments

Exercise 4. Write full terms for the following abbreviations.

A	B
FCA	
CIF	
FOB	
CRF	
DES	
DEQ	
DDP	
CIP	
FSA	
EXW	
DAF	
CPT	

Exercise 5. Complete the passage below with the words from the box below.

<i>Standard</i>	<i>version</i>	<i>terms</i>	<i>risks</i>	<i>rules</i>	<i>contracts</i>	<i>sale</i>
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The Incoterms® rules are an internationally recognized standard and are used worldwide in international and domestic contracts for the 1) _____ of goods. First published in 1936, Incoterms® rules provide internationally accepted definitions and rules of interpretation for most common commercial 2) _____. The rules have been developed and maintained by experts and practitioners brought together by ICC and have become the 3) _____ in international business rules setting. They help traders avoid costly misunderstandings by clarifying the tasks, costs and 4) _____ involved in the delivery of goods from sellers to buyers. All 5) _____ made under Incoterms ® 2000 remain valid even after 2011. Moreover, although experts recommend using Incoterms® 2010 after 2011, parties to a contract for the sale of goods can agree to choose any version of the Incoterms 6) _____ after 2011. It is important however to clearly specify the chosen version Incoterms ® 2010, Incoterms ® 2000 or any earlier 7) _____.

Самостійна робота № 52

Theme “International Commercial Terms”, “Classification of Incoterms”.

Task to do lexical exercises to the text “International Commercial Terms”, “Classification of Incoterms”

Exercise 1. Read and translate the text below. Retell the text.

Main features of the Incoterms ® 2010 rules

Two new Incoterms rules – DAT and DAP – have replaced the Incoterms 2000 rules DAF, DES, DEQ and DDU.

The number of Incoterms ® rules has been reduced from 13 to 11. This has been achieved by substituting two new rules that may be used irrespective of the agreed mode of transport – DAT, Delivered at Terminal, and DAP, Delivered at Place – for the Incoterms® 2000 rules DAF, DES, DEQ and DDU. Under both new rules, delivery occurs at a named destination: in DAT, at the buyer’s disposal unloaded from the arriving vehicle (as under the former DEQ rule); in DAP, likewise at the buyer’s disposal, but ready for unloading (as under the former DAF, DES and DDU rules).

The new rules make the Incoterms® 2000 rules DES and DEQ superfluous. The named terminal in DAT may well be in a port, and DAT can therefore safely be used in cases where the Incoterms® 2000 rule DEQ once was. Similarly, the arriving “vehicle” under DAP may well be a ship, and the named place of destination may well be a port. Consequently, DAP can safely be used in cases where the Incoterms® 2000 rule DES once was used. These new rules, like their predecessors, are “delivered”, with the seller bearing all the costs (other than those related to import clearance, where applicable) and risks involved in bringing the goods to the named place of destination.

Exercise 2. Complete the passage below with the following prepositions: with, by, on, in (2), of (2), from, to, for.

The new Incoterms® ® 2010 became effective 1) _____ the 1st of January, 2011. Incoterms® – which is an abbreviation 2) _____ International Commercial terms – are a series of sales terms. They are published 3) _____ the International Chamber of Commerce (ICC) and are widely used 4) _____ commercial transactions. In addition to providing a set 5) _____ rules for the interpretation of commonly used trade terms, Incoterms® ® 2010 accomplish the following: (a) significantly revises Group D listed in Incoterms® ® 2000; (b) reduce Incoterms 6) _____ four groups to two groups, allowing trade experts to choose the most suitable rule related to the mode of transport; and (c) reduce the absolute number of Incoterms® from 13 7) _____ 11. Moreover, Incoterms® ® 2010 offer additional guidance, which assists users 8) _____ selecting the most appropriate Incoterm for each transaction. The revised terms also spell out rules regarding the use 9) _____ electronic procedures; detail information on security-related clearances for shipments; and offer advice 10) _____ respect to domestic trade.

Exercise 3. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) FAS means that	a) the seller pays for transportation of the goods to the port of shipment, loading costs, freight and insurance; the buyer pays for unloading and transportation of the goods from the point of destination to his warehouse
2) CIF means that	b) the seller pays for transportation of the goods to the port of shipment, loading costs freight, insurance and unloading; the buyer pays for transportation of the goods from the point of destination to his warehouse
3) FOB means that	c) the seller pays for transportation of the goods to the port of shipment; the buyer pays for everything else
4) CRF means that	d) the seller and the buyer share the costs as described under CIF
5) DES means that	e) the seller pays for transportation of the goods to the port of shipment and the loading costs; the buyer pays for everything else
6) DEQ means that	f) the seller pays for transportation of the goods to the port of shipment, loading costs and freight; the buyer pays for everything else

Exercise 4. Fill in the gaps with the words “few”, “a few”, “little”, “a little”.

1. The Incoterms were revised in 1953, 1967, 1976, 1980, 1990, 2000, bringing some changes to _____ terms.
2. Supply chain managers can avoid serious problems if they follow _____ simple rules of communication.
3. _____ managers have the talent to achieve excellence.
4. The best managers have _____ things in common.
5. I don't think Thomas would be a good manager. He's got _____ patience.
6. If your plan is well thought out, its implementation will require _____ rework.
7. The entire shipping operation may only take _____ minutes.
8. It can be difficult to write a good resume when you have _____ work experience.
9. It's late, but _____ logisticians are still working in the office.

10. I'm very busy today, but tomorrow I'll spare _____ time for discussing the problem.
11. _____ customers are content with their services.
12. Unfortunately, we have _____ control over the process.
13. We still have _____ vacancies in our firm.
14. There is only _____ oil in the tank.
15. I admit I made _____ mistakes.

Exercise 5. Find in the sentences the verbs in the Passive Voice and underline them. Translate the sentences.

1. The Incoterms rules are published by the International Chamber of Commerce.
2. The Incoterms are used in international commercial transactions or procurement processes.
3. The Incoterms rules are intended primarily to communicate the tasks, costs, and risks associated with the transportation and delivery of goods.
4. The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide.
5. The Incoterms deal with the documentation that is required for global trade.
6. The first Incoterms were published in 1936.
7. The Incoterms are reviewed periodically to keep up with changes in the international trade needs.
8. The Incoterms were revised in 1953, 1967, 1976.
9. The latest version of Incoterms, Incoterms® 2010, was launched in September 2010.
10. The Incoterms can be listed by category.
11. The number of Incoterms rules has been reduced from 13 to 11. This has been achieved by substituting two new rules that may be used irrespective of the agreed mode of transport.
12. Now, different Incoterms are being used in international trade.
13. This type of Incoterms will not be used any more.

Самостійна робота № 53

Methods of Payment in Domestic Trade

Theme “Methods of Payment in Domestic Trade”.

Task to read, translate the text, to learn active vocabulary.

Terms of payment are defined as conditions of payment agreed between a buyer and a seller for goods sold or services rendered. They cover any conditions on the payment and any discounts the buyer will receive.

Domestic trade is the exchange of goods, services, or both within a country. It is subdivided into two categories: wholesale and retail. Wholesale trade is concerned with buying goods from manufacturers or dealers or producers in large quantities and selling them in smaller quantities to others who may be retailers or even consumers. Retail trade is concerned with the sale of goods in small quantities to consumers. In practice, manufacturers and wholesalers may also undertake retail distribution of goods to avoid the intermediary retailer.

The following terms of payment are commonly used in domestic trade.

- Cash with Order (CWO): the buyer sends payment with his order.
- Cash on Delivery (COD): the buyer pays the company, which delivers the goods/the carrier.
- Payment on invoice: the buyer receives an invoice on or after delivery, which describes the goods delivered, the sum to be paid, the period within which the invoice must be paid.
- Hire Purchase (HP): the customer makes a down payment (e.g. 10% of the total price) and gets the goods; later he pays the balance/the remaining sum in instalments.
- Open-account terms: the buyer doesn't pay for every delivery, but receives a statement of account every month or quarter; which states the sum he owes the seller.
- Leasing: the leaseholder pays rent to the lessor; the lessor gives the lessee permission to use the object for a fixed period of time.

Active Vocabulary

terms of payment – умови платежу,

domestic trade – внутрішня торгівля,

wholesale – оптова торгівля,

retail – роздрібна торгівля,

undertake – здійснювати,

cash with order – готівка із замовленням,

cash on delivery – накладений платіж,

payment on invoice – оплата по рахунку-фактурі,

hire purchase – покупка в розстрочку,

down payment – перший взнос, задаток,
open-account terms – умови відкритого рахунку,
leasing – лізинг, оренда,
leaseholder – оредар,
lessor – орендодавець.

Самостійна робота № 54

Theme “Methods of Payment in Domestic Trade”.

Task to do lexical exercises to the text “Methods of Payment in Domestic Trade”.

Exercise 1. Review questions.

1. What does the term “terms of payment” imply?
2. What do they cover?
3. What terms of payment are commonly used in domestic trade?
4. What does COW stand for?
5. What does COD stand for?
6. What does HP stand for?
7. What does the term “payment on invoice” mean?
8. What does the term “leasing” imply?

Exercise 2. Decide whether the following statements are true or false.

1. Terms of payment are defined as conditions of payment agreed between a buyer and a seller for goods or services.
2. Terms of payment cover any discounts the seller will receive.
3. Domestic trade is the exchange of goods, services, or both within a country.
4. Domestic trade is subdivided into three categories.
5. Retail trade is concerned with buying goods from manufacturers or dealers or producers in large quantities and selling them in smaller quantities to others who may be retailers or even consumers.
6. Wholesale trade is concerned with the sale of goods in small quantities to consumers.
7. Cash on Delivery is used when the buyer sends payment with his order.
8. Hire Purchase is used when the buyer pays the company, which delivers the goods/the carrier.
9. Payment on invoice is used when the buyer receives an invoice on or after delivery, which describes the goods delivered, the sum to be paid, the period within which the invoice must be paid.
10. Cash with Order is used when the customer makes a down payment and gets the goods; later he pays the balance/the remaining sum in instalments.
11. Leasing is used when the buyer doesn't pay for every delivery, but receives a statement of account every month or quarter; which states the sum he owes the seller.
12. Open-account terms are used when the leaseholder pays rent to the lessor.

Самостійна робота № 55

Terms of Payment in International Trade

Theme “Terms of Payment in International Trade”.

Task to read, translate the text, to learn active vocabulary.

Trade that includes exchange of capital, goods, and services across nations is called International Trade. To be successful in modern global marketplace, exporters have to offer their customers attractive sales terms supported by appropriate payment methods. A suitable payment method must be chosen carefully to minimize the payment risk. Some terms of payment that are commonly used in international trade are listed below.

1. Cash-in-Advance (Pre-Payment)

Cash-in-Advance is a pre-payment method utilized for paying for goods for export. With cash-in-advance payment terms, the exporter can eliminate credit risk, since payment is received before the ownership of the goods is transferred. Wire transfers and credit cards are the most frequently employed cash-in-advance options available to exporters. Cash-in-advance method of payment creates many risk factors for the importers. Nevertheless, this method of payment is inexpensive, because it involves direct importer – exporter interaction without commercial bank involvement.

2. Open Account

This is the least secure method of trading for the exporter, but the most attractive for buyers. Goods are shipped, and documents are sent directly to the buyer, with a request for payment at the appropriate time. This option is the most advantageous choice for the importer in terms of cash flow and cost, but it is the highest risk option for an exporter. An exporter has little or no control over the process. Open Account trading should only be considered, when an exporter is sufficiently confident that payment will be received.

3. Letter of Credit

Letters of Credit are among the most secure tools available to international traders. The Letter of Credit (LC) is a document issued by a financial institution, or a similar party. This is a promise made by the buyer's bank (the opening bank) to send a certain sum of money to the seller's bank (the advising bank) to be credited to the seller (beneficiary). The buyer pays its bank for rendering this service. A LC is useful when reliable credit information about a foreign buyer is difficult to obtain, but you are satisfied with the creditworthiness of your buyer's foreign bank. A LC also protects the buyer, since no payment obligation arises until the goods have been shipped or delivered as promised.

A revocable LC can be cancelled or changed without the seller's agreement. An irrevocable LC can be cancelled or changed with the agreement of all parties of the contract.

4. Documentary Collection

Documentary Collection is an important bank payment method, when the sale transaction is performed by the bank through an exchange of documents. The exporter entrusts the collection of a payment to the remitting bank (exporter's bank), which sends documents to a collecting bank (importer's bank), along with instructions for payment. Documentary Collection involves using a draft, which requires the importer to pay the face amount either at sight (document against payment) or on a specified date (document against acceptance). Documentary Collections facilitate import-export operations, but they do not provide the same level of protection as the Letter of Credit.

Active Vocabulary

Cash-in-Advance – передоплата,

Open Account – відкритий рахунок,

Letter of Credit – акредитив,

the opening bank – банк продавця,

the advising bank – банк покупця,

creditworthiness – кредитоспроможність,

revocable – відкликаний,

Documentary Collection – документарне інкассо,

draft – проект.

Самостійна робота № 56

Theme “Terms of Payment in International Trade”.

Task to do lexical exercises to the text “Terms of Payment in International Trade”.

Exercise 1. Review questions.

1. What terms of payment are commonly used in international trade?
2. What is the most attractive payment method for buyers?
3. What is the least secure method of trading for the exporter?
4. What is Cash-in-advance payment method utilized for?
5. What are the most frequently employed cash-in-advance options available to exporters?
6. What is Open Account payment method used for?
7. What does the term “Letter of Credit” imply?
8. What does the term “revocable Letter of Credit” imply?
9. What does the term “irrevocable Letter of Credit” imply?
10. What Documentary Collection payment method used for?
11. What does Documentary Collection involve?
12. What level of protection does Documentary Collection provide?

Exercise 2. Decide whether the following statements are true or false.

1. With cash-in-advance payment terms, the exporter can eliminate credit risk, since payment is received before the ownership of the goods is transferred.
2. Wire transfers and credit cards are the most frequently employed Documentary Collection options available to exporters.
3. Open Account method of payment creates many risk factors for the importers.
4. Documentary Collection method of payment is rather inexpensive.
5. Letter of Credit is the most advantageous choice for the importer in terms of cash flow and cost.
6. Letter of Credit is the least secure method of trading for the exporter, but the most attractive for buyers.
7. Open Account trading should only be considered, when an exporter is sufficiently confident that payment will be received.
8. The Letter of Credit is a document issued by a financial institution.
9. A LC is useful when reliable credit information about a foreign buyer is difficult to obtain, but you are satisfied with the creditworthiness of your buyer's foreign bank.
10. A LC protects the seller.
11. An irrevocable LC can be cancelled or changed without the seller's agreement.
12. A revocable LC can be cancelled or changed with the agreement of all parties of the contract.
13. Open Account is an important bank payment method, when the sale transaction is performed by the bank through an exchange of documents.

14. Documentary Collection involves using a draft, which requires the importer to pay the face amount either at sight (document against payment) or on a specified date (document against acceptance).

15. Documentary Collections do not provide the same level of protection as the Letter of Credit. 16. Documentary Collections facilitate import-export operations.

Самостійна робота № 57

Theme “Methods of Payment in Domestic Trade”, “Methods of Payment in International Trade”.

Task to do lexical exercises to the text “Methods of Payment in Domestic Trade”, “Methods of Payment in International Trade”.

Exercise 1. Translate the following words and word combinations.

Domestic trade, wholesaler, retailer, terms of payment, Cash with Order, Cash on Delivery, transaction, Letter of Credit, advising bank, remitting bank, revocable Letter of Credit, irrevocable Letter of Credit, Documentary Collection, Open Account, Cash-in-Advance, draft.

Exercise 2. Make up sentences with the words and word combinations from Exercise 1.

Exercise 3. For nouns in column B find suitable attributes in column A.

A	B
1. Documentary	a) option
2. secure	b) factor
3. Open	c) documents
4. domestic	d) Collection
5. risk	e) marketplace
6. remitting	f) Letter of Credit
7. revocable	g) bank
8. important	h) Account
9. global	i) method
10. available	g) trade

Exercise 4. Match the terms with their definitions.

Term	Definition
1) Cash with Order	a) a payment method, when the sale transaction is performed by the bank through an exchange of documents
2) Hire Purchase	b) the buyer doesn't pay for every delivery, but receives a statement of account every month or quarter; which states the sum he owes the seller
3) Cash on Delivery	c) the leaseholder pays rent to the lessor; the lessor gives the lessee permission to use the object for a fixed period of time
4) Open-account terms	d) the customer makes a down payment (e.g. 10% of the total price) and gets the goods; later he pays the balance/ the remaining sum in instalments
5) Leasing	e) a pre-payment method utilized for paying for goods for export
6) Payment on invoice	f) the buyer sends payment with his order

7) Cash-inAdvance	g) the buyer receives an invoice on or after delivery, which describes the goods delivered, the sum to be paid, the period within which the invoice must be paid
8) Documentary Collection	h) the buyer pays the company, which delivers the goods/the carrier

Exercise 5 Complete the passage below with the words from the box below.

<i>credit</i>	<i>types</i>	<i>beneficiary</i>	<i>importers</i>
<i>documents</i>	<i>payment</i>	<i>goods</i>	<i>buyer</i>

A Letter of Credit guarantees 1) _____ of a specified sum in a specified currency. The seller must meet precisely-defined conditions and submit the prescribed 2) _____ within a fixed timeframe. These documents almost always include a clean bill of lading, commercial invoice, and certificate of origin. To establish a letter of credit in favour of the seller or exporter called the 3) _____, the buyer either pays the specified sum (plus service charges). A letter of credit substitutes the creditworthiness of a bank for the creditworthiness of the 4) _____. The international banking system acts as an intermediary between exporters and 5) _____. However, the banking system does not take on any responsibility for the quality of 6) _____, genuineness of documents, or any other provision in the contract of sale. Unlike a bill of exchange, a letter of 7) _____ is a nonnegotiable instrument but may be transferable. Although letters of credit come in numerous 8) _____, the two most basic ones are revocable letter of credit and irrevocable letter of credit (confirmed irrevocable letter of credit or not-confirmed irrevocable letter of credit).

Самостійна робота № 58

Theme “Methods of Payment in Domestic Trade”, “Methods of Payment in International Trade”.

Task to do lexical exercises to the text “Methods of Payment in Domestic Trade”, “Methods of Payment in International Trade”, do grammar exercises.

Exercise 1. Complete the passage below with the following prepositions: without, from, by, of, in (2), before, with.

Credit letters are the commercial documents, which are issued generally 1) _____ financial institution. This type of letter is primarily used 2) _____ trade finance. The origin of the term comes 3) _____ the word “accreditation” – a derivative of the Latin word “accreditivus”, which means “trust”. Almost all of the credit letters are irrevocable: that means they cannot be cancelled 4) _____ prior agreement of the beneficiary. The language 5) _____ the letter should be very clear. L/C is used in international transaction to eliminate the risk of unfamiliarity 6) _____ a foreign country, customs or political instability. You should be very careful 7) _____ selection of words. Do not use flowery language. Read and reread the letter 8) _____ sending or issuing it.

Exercise 2. Read and translate the text below. Ask seven questions to the text.

A bank promises to pay on behalf of a customer, but where does the money come from? The bank will issue a Letter of Credit if they know the buyer will pay. Some buyers have to deposit (or already have) enough money to cover the Letter of Credit and some customers use a line of credit with the bank. Sellers must trust that the bank issuing the letter of credit is legitimate. A seller only gets paid after performing specific actions that the buyer and seller agree to. For example, the seller may have to deliver merchandise to a shipyard in order to satisfy requirements for the Letter of Credit. Once the merchandise is delivered, the seller receives documentation proving that he made delivery. The Letter of Credit now must be paid even if something happens to the merchandise. If a crane falls on the merchandise or the ship sinks, it's not the seller's problem. To pay on a Letter of Credit, banks simply review documents proving that a seller performed his required actions. They do not worry about the quality of goods or other items that may be important to the buyer and seller. Letters of credit make it possible to do business worldwide. They are important and helpful tools.

Exercise 3. Write a short summary of the text from Exercise 2 in Ukrainian.

Exercise 4. Put the verbs in brackets into the correct passive form.

1. Trade that includes exchange of capital, goods, and services across nations (to call) International Trade.
2. To be successful in modern global marketplace, exporters have to offer their customers attractive sales terms that (to support) by appropriate payment methods.
3. A suitable payment method must (to choose) carefully to minimize the payment risk.
4. These terms of payment (to use) in international trade for a long time.

5. Last year this payment method (to utilize) for paying for goods for export.
6. Payment (to receive) before the ownership of the goods (to transfer).
7. Goods already (to ship), and documents (to send) to the buyer.
8. The Letter of Credit is a document that (to issue) by a financial institution, or a similar party.
9. A revocable LC can (to cancel) without the seller's agreement.
10. An irrevocable LC can (to change) with the agreement of all parties of the contract.
11. Documentary Collection is an important bank payment method, when the sale transaction (to perform) by the bank through an exchange of documents.
12. The merchandise just (to deliver).
13. The Letter of Credit must (to pay) even if something happens to the merchandise.

Exercise 5. Rewrite the sentences in the Passive Voice.

1. Importers and exporters regularly use letters of credit to protect themselves.
2. The bank will issue a Letter of Credit if the bank is confident that the buyer will pay.
3. Buyers have to deposit enough money to cover the Letter of Credit.
4. Businessmen must choose a suitable payment method.
5. Exporters utilize cash-in-advance method utilized for paying for goods for export.
6. With cash-in-advance payment terms, the exporter can eliminate credit risk.
7. We will use credit cards as the payment method.
8. Yesterday the company sent goods directly to the buyer with a request for payment at the appropriate time.
9. The remitting bank has already sent the documents to the importer's bank (collecting bank).
10. To collect payment from a foreign buyer using Documentary Collection, the seller sends a draft to the buyer's bank.
11. Frequently, trading partners employ a combination of payment methods.
12. Some banks offer buyers special lines of credit.
13. We have already made payment by wire transfer.
14. Now we are negotiating the details of the contract.
15. It is obvious that exporters have to offer attractive sales terms to their customers.

GLOSSARY OF LOGISTICS TERMS

A

Advice note (advice of shipment) – повідомлення про відгрузку
Account - рахунок
Acknowledgement of receipt – повідомлення про отримання товару
Act of God – стихійне лихо
Advertisement - реклама
Agency - агенство
Agent – агент, представник
Agreement - договір
Air waybill (air consignment note) – авіагрузова накладна
Arrival notice – сповіщення про прибуття товару
Asset – активи, майно

B

Batch – партія товару
Batch number – номер партії
Batch quantity – обсяг партії
Bay – приміщення для контейнерів
Bill – рахунок до оплати
Bill of exchange - вексель
Bill of lading – транспортна накладна, коносамент
Bonded warehouse (customs warehouse) – митний склад
Bulk cargo/ Bulky cargo – великогабаритний вантаж

C

Cabotage - каботаж
Cargo - вантаж
Carriage (transportation) - перевезення
Carrier - перевізник
Cartage - автоперевезення
Certificate of origin – свідоцтво походження
Charge – оплата за послуги
Charter party – договір про фрахтування
Claim – вимога, претензія
Clearance – митне оформлення
Condition – умова, стан
Consignee – отримувач вантажу
Consignment – груз, партія товару
Consignor – відправник вантажу
Consular invoice – консульська фактура
Consumer - споживач
Container - контейнер

Container terminal – контейнерний термінал

Cost and freight (C&F) – вартість і фрахт

Customer - клієнт

Custom-house (customs) - митниця

Customs invoice – митна накладна

Customs duties – митні збори, мито

Customs value – митна вартість

D

Declared value – оголошена вартість

Delay - затримка

Delivery - доставка

Delivered at frontier (DAF) – доставлено до кордону

Delivered duty paid (DDP) – доставлено, мито сплачено

Delivered duty unpaid (DDU) – доставлено, мито не сплачено

Delivered ex quay (DEQ) – доставлено до причалу в зазначеному порті

Delivered ex ship (DES) – доставлено кораблем у вказаний порт

Delivered ex warehouse - доставлено з товарного складу

Delivery ex works (EXW) – доставлено з місця виготовлення

Delivery notice – квитанція про отримання

Demand – вимога, потреба

Destination – місце призначення, мета

Dock (quay, wharf) – док, причал

Documentary Collection – документарне інкасо

Duty – податок, мито

Duty-free zone – безмитна зона

E

Enclosure - додаток

Enquiry - запит

Equipment - обладнання

European zone charge (EZC) – тариф у Європейській зоні

Expenses – транспортні витрати

Export licence – транспортна ліцензія

F

Fee – винагорода, гонорар, збір, мито

Ferry - паром

Force majeure – форс-мажор

Forwarding – транспортна експедиція

Forwarding agent - експедитор

Forwarding instruction – інструкція для експедитора

Forwarding service – послуги транспортної експедиції

Free alongside ship – «вільно до судна»

Free carrier(FCA) – франко-транспортне судно, франкоперевізник

Free in and out (FIO) – завантаження і вивантаження за рахунок фрахтователя
Free on board (FOB) – «вільно на борту»
Free port (free airport free trade zone – FTZ) – зона вільної торгівлі
Freight - фрахтування
Freight charges – вантажний тариф
Freight declaration (cargo declaration) - вантажна декларація
Freight costs – вантажні витрати
Freight prepaid –попередньо оплачений фрахт
Full container load (FCL) – повне завантаження контейнеру

G

General cargo – звичайний вантаж
General purpose container – універсальний контейнер
Goods – товар, вантаж
Goods accompanying document – документ, що супроводжує вантаж
Goods control certificate – свідоцтво про якість вантажу
Goods receipt – акт про отримання товару (вантажу)
Goods yard - склад
Gross weight вага бруто
Groupage - комлектація

H

Hague protocol – Гаагський протокол (в галузі авіаперевезень)
Hague rules – Гаагська конвенція
Handling service – послуги по переробці вантажів
Harbour dues – портове мито
House to house – пряма доставка вантажу
Transport Hub – транспортний вузол

I

Import duties – імпортне мито
Import licence – дозвіл на ввезення
In bond (waiting for clearance) –те, що знаходиться на митному складі, нерозмитнене
In bulk – без пакування, оптом
In transit – на шляху
Incoterms (EXW, CIF, DAF, etc.) – інкотерми (міжнародні правила торгівлі)
Indirect costs – непрямі витрати
Inspection – перевірка, контроль
Inspection certificate – акт огляду
Installment – черговий взнос, частина оплати боргу
Insurance certificate – посвідчення про страхування
Insurance policy – страховий поліс
Invoice – рахунок - фактура
Interest - відсотки

Internal transport – внутрішні перевезення

Item – товар, вид товару

Itinerary - маршрут

J

Jettison – вивантаження судна у морі

Joint rate – єдиний тариф

L

Landing – вивантаження судна

Lay days – час завантаження (вивантаження)

Letter of credit (L/C) - акредитив

Liability – відповідальність, борги

Linear (sea, ocean) waybill – накладна на провезення вантажів по морю

Load - вантаж

Loading - завантаження

Loading and unloading charges – вартість завантаження і вивантаження

Logistics costs– логістичні витрати

Lorry (truck) – грузовий автомобіль

Lot (batch) – партія товару

Lumpsum – загальна сума

M

Manifest – вантажний маніфест

Manufacturer - виробник

Means of transport – транспортний засіб

Mode of transport – вид транспорту

Multimodal (intermodal) transport – мультимодальний (інтермодальний) транспорт

N

Net price – ціна нето

Net weight – вага нето

Network - мережа

Notice- попередження, повідомлення

O

Offer- пропозиція

On board – на борту

On deck – на палубі

Open order – невиконане замовлення

Open Account – відкритий рахунок

Order - замовлення

Order acceptance – приймання замовлення

Order acknowledgement – підтвердження замовлення

Origin – країна походження

Overload – перевантаження

P

Package – тюк, посилка
Packaging - упаковка
Packing – упаковка, укладка
Payee – отримувач коштів
Payment - оплата
Place of acceptance – місце отримання
Place of departure – місце відправки
Place of destination – пункт призначення
Price - ціна
Proforma invoice – попередня фактура
Procurements - доставка
Product – продукт, товар
Product loss – втрата продукту, товару
Profit – дохід, прибуток
Provider – постачальник (послуг)
Purchase - покупка
Purchaser (buyer) - покупець

Q

Quality – якість, сорт
Quay - причал
Queue - черга
Queue (waiting) time – час очікування

R

Rail car – залізничний вагон
Rail shipment – перевезення залізницею
Rail consignment note – транспортна накладна для перевезень вантажів залізницею
Rail truck – відкрита залізнична вантажна платформа
Rate – розмір, ставка
Receipt - отримання
Reefer cargo – рефрижераторний груз
Request – прохання, запря, заявка
Rerouting – зміна маршруту
Reservation - резервація
Rescission - розірвання
Resources - ресурси
Responsible carrier (principal carrier) – відповідальний перевізник
Retailer – продавець товарів у роздріб
River waybill – транспортна накладна для перевезень товарів річкою
Route - маршрут
Road transport – безрельсовий транспорт, автоперевезення

Rush order – термінове замовлення

S

Safe working load – максимальний груз

Safety stock – резервні запаси

Schedule – розклад, календарний план

Scheduled delivery – запланована доставка (по графіку)

Seal - пломба

Seller - продавець

Service - послуги

Service parts (spare parts) - запчастини

Ship – судно, корабель

Shipment – вантаж, партія, поставка, перевезення

Shipping agent - експедитор

Shipping documents – документи для завантаження вантажу

Shipping label – вантажна бірка, ярлик

Shipping note (S/N) – погрузочний ордер

Shortage – недостатня кількість

Shuttle service - перевезення туди й назад, челночні перевезення

Specification – технічні вимоги

Stock – запаси товару

Stock-taking – проведення інвентаризації

Store - склад

Storage - зберігання

Supply chain – логістичний ланцюг

Supplier - постачальник

Surcharge - доплата

Survey – перевірка, інспекція

T

Tare (tare weight) – тара, вага тари

Tax - податок

Tax declaration – податкова декларація

Terms – умови

Terms of delivery - умови постачання

Terms of freight – умови фрахту

Terms of payment – умови оплати

Through route – прямий рейс

TIR carnet – TIR – карнет (міжнародний митний транзитний документ)

Trade - торгівля

Transaction – угода, перевід коштів

Transfer – передача, перевезення

Truck - вантажівка

V

Value - вартість

Vehicle – транспортний засіб

Voucher - свідоцтво

W

Warrant - довіреність

Wholesale – оптова торгівля

ABBREVIATIONS

A.F.B.	air freight bill
a.a.r.	against all risks
asap	as soon as possible
B/D	bank draft
B/E	bill of exchange
B/L	bill of lading
CAD	cash against documents
C.C.	charges collect
CFR	cost and freight
c.i.f.	cost, insurance, freight
CIP	carriage and insurance paid to Co company
COD	cash on delivery
COS	cash on shipment
C&F	Cost and freight
c.p.d.	charterer pays dues
CWO	Cash With Order
D/A	documents against acceptance
DAF	delivered at frontier
DDP	delivered duty paid
DDU	delivered duty unpaid
Dep.	departure
DEQ	delivered ex quay
DES	delivered ex ship
D/P	documents against payment
EC	European Community
ECB	European Central Bank
EEA	European Economic Area
EEC	European Economic Community
Encl., enc(s)	enclosure(s)
ETA	estimated time of arrival
EXW	ex works
EZC	European zone charge
FAS	free alongside ship
FCA	free carrier
FCR	forwarding agent's certificate of receipt
FCT	forwarding agent's certificate of transport
FOB	free on board
GATT	General Agreement on Tariffs and Trade
GmbH	limited liability company (Ger.)
FCL	Full container load
FIO	Free in and out

FOR	Free on rail
FOT	Free on truck
FPA	free from particular average
HAWB	House air waybill
HGV	heavy goods vehicle
HMS	Her Majesty's Ship
HP	hire purchase
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ICC	International Chamber of Commerce
Incoterms	international commercial terms
IOU	"I owe you"
ISO	International Standards Organisation
L/C	letter of credit
LLC	limited liability company
m/d	month after date
MS	motor ship
m.v. (MV)	motor vessel
O/O	to the order of
Pc(s)	piece(s)
PIN	personal identity number
pd	paid
p.o.d.	paid on delivery
ppd	pre-paid
recd.	received
regd.	registered
R.O.G.	receipt of goods
SWIFT	Society for Worldwide Interbank Financial Telecommunication
T.T.	telegraphic transfer
TIR	transport international routier
WB (w/b)	waybill
WMS	warehouse management systems
WCS	warehouse control systems

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